

**RFP #39-21
REQUEST FOR PROPOSALS**

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

ENGINEERING SERVICES FOR INDUSTRIAL PRETREATMENT PROGRAM ASSISTANCE

Sealed Requests for Proposals, plainly marked RFP #39-21 Engineering Services for "Industrial Pretreatment Program Assistance" 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 May 20, 2021.

Questions about the project will be taken until end of business day on **May 11, 2021** and should be emailed to Glen Wilson, Wastewater Operations Manager at gewilson@cityofportsmouth.com.

SCOPE OF WORK:

The City of Portsmouth's Department of Public Works is requesting proposals from qualified firms to provide engineering and administrative services for the evaluation of the City's current Industrial Pretreatment Program (IPP) and provide the necessary material for the Creation, Implementation, and Administration of an approved IPP Program. The successful firm will work in parallel with assigned City wastewater and/or pretreatment program staff. Key elements of the assignment include identification of users, headworks loading analysis for each plant, calculating and allocating the maximum allowable industrial loading, local limits development, development of associated regulatory elements and recommendation for long term Program needs and staffing.

Additionally, coordination with the City, NHDES, and the public will be necessary. In parallel with formal IPP development, the consultant must develop a Fats, Oil and Grease (FOG) control program. All work performed must be sensitive to and must consider effects of PFOA/PFAS treatment technology and proposed legislation. Future phases of work may include ongoing program management and administrative assistance.

This project will include a phased scope of work to carry over multiple fiscal years and funding will be readjusted based on the previous years' work and needs.

Request for Proposals forms may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at <https://www.cityofportsmouth.com/finance/purchasing-bids-and-proposals>. Addenda to this RFP, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. 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.

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.

If you have any general questions, please contact the Finance/Purchasing Department at the following number: (603) 610-7227 or purchasing@cityofportsmouth.com.

Continue below for the complete document

**RFP #39-21
REQUEST FOR PROPOSALS**

**CITY OF PORTSMOUTH, NEW HAMPSHIRE
DEPARTMENT OF PUBLIC WORKS**

ENGINEERING SERVICES FOR INDUSTRIAL PRETREATMENT PROGRAM ASSISTANCE

Sealed Requests for Proposals, plainly marked RFP#39-21 Engineering Services for "Industrial Pretreatment Program Assistance" 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 May 20, 2021**. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

Questions about the project will be taken until end of business day on **May 11, 2021** and should be emailed to Glen Wilson, Wastewater Operations Manager at gewilson@cityofportsmouth.com.

FUNDING

This project is funded by the sewer enterprise fund.

PRE-PROPOSAL MEETING

There will be a **pre-proposal meeting on Tuesday, May 4, 2021 at 11:00 a.m.** via Zoom.

Interested firms should register at the following link:

<https://zoom.us/meeting/register/tJltc-CvqTMsEtWEAgmfaSSHU1OhEWvF8IIS> no later than 1 hour prior to the meeting. All proposers will have an opportunity to ask questions at this meeting.

PROJECT BACKGROUND

The City of Portsmouth (City) owns and operates two Publicly Owned Treatment Works (POTWs). The City's Peirce Island WWTF currently has a 4.8 MGD design flow and landfills its sludge, with a proposed new design flow of 6.1 MGD, whereas the Pease WWTF is currently designed with a 1.2 MGD design flow and also landfills its sludge.

The City has a long standing informal Industrial Pretreatment Program, which is not currently an approved Program, therefore, not subject to Environmental Protection Agency (EPA) or State of New Hampshire (NHDES) oversight. As a result of several proactive initiatives, the City is advancing with initiating efforts to formalize the program, follow EPA and State of New Hampshire regulations and, when appropriate, submit Program documents for approval. The City currently has active Industrial User Permits.

Both of the City's WWTF NPDES Permits (NH0100234, NH0090000 –/ Discharge No. 005A) are expected to be re-issued in the near future. As a part of its anticipated permit requirements, the City must develop a formal Industrial Pretreatment Program in compliance with 40 CFR 403 requirements.

SCOPE OF SERVICES

The following tasks are to be evaluated and updated for compliance with all local, state and federal regulations. The City will assist in collection of data if given a checklist clearly identifying necessary data and allowed a reasonable amount of time for delivery. Throughout the project, the consultant shall work closely with the City and shall provide monthly status reports.

In parallel with formal IPP development, the consultant must develop a Fats, Oil and Grease (FOG) control program. All work performed must be sensitive to and must consider effects of PFOA/PFAS treatment technology and proposed legislation. Future phases of work may include ongoing program management and administrative assistance.

Project work scope shall be further defined by the proposer in the scoping phase, but is expected to include:

- **TASK 1: Assist the City in support of the implementation of the existing informal program until the new program is required by permit and implemented**
- **TASK 2: IPP Program**
Evaluation, Industrial Waste User Survey, Site Visits, IU categorizations
 - **TASK 2A: IPP Local Limit Technical Evaluation**
 - Headworks loading analysis for each plant;
 - Sampling Plan;
 - Ordering, performing, and evaluating test results;
 - Identification of Pollutants of Concern / Maximum Allowable Headworks Loading (MAHL) / Maximum Allowable Industrial Loading (MAIL) / Allocations;
 - Evaluation of potential Sludge Impacts;
 - Identify Methodology for Local Limit Determinations
 - **TASK 2B: Local Limits Development Report**
(The development of defensible and technically-based local limits must be based on data that is sufficient to withstand a critical review by the EPA/NHDES and the City's industrial dischargers.)
 - **TASK 2C: Development of Compliance Monitoring Program**
 - **TASK 2D: Local Ordinance Evaluation**
Propose legal language revisions to correspond with current requirements, updates, and anticipated near future requirements
 - **TASK 2E: Develop an Enforcement Response Plan**
 - **TASK 2F: Prepare a formal Program Overview**
Document including requirements for IU Waste Survey updates, staffing and organization, develop a database for IU inspections / sampling events / test results, an estimate of Program Costs, a proposed cost recovery proposal including consideration of User Surcharge Rates and Calculations.
 - **TASK 2G: Assist with Regulatory Review/Address Regulatory and City Comments**
 - **TASK 2H: Development of Required Forms**
Develop required forms including a Master IU Discharge Permit, Permit Application forms and instructions, Inspection Report forms and Permit Fact Sheets.
 - **TASK 2I: Develop the final Program Implementation Document**

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within four weeks of contract signing.

CITY ROLE

Public Works staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Public Works and Wastewater Treatment Facility will review documents prepared by the consultant. Printing and mailing costs associated with neighborhood communications (surveys and meeting announcements) shall be the City's responsibility. The following information is available for the consultant's use in development of their proposal:

- City of Portsmouth *Sewer Use Ordinance*.
- City of Portsmouth list of permittees.
- City of Portsmouth water account information.
- 2006 digitized vector data in ACAD/ESRI format - Data includes parcels, building footprints, driveway cutouts, water, sewer, and drainage, etc.
- Studies available on the City's website.

SUBMITTAL REQUIREMENTS

The submitted package shall contain the following components:

- Cover letter
- Engineering and Administrative Services Proposal
- Rate Schedule

Five paper (5) copies of the services proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions. Proposer shall include a single electronic PDF copy of their proposal (no Price Proposal).

The services 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 areas 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, including each team members' education and experience, who would be assigned to work on this project. The project manager shall be clearly identified and a description of his/her relevant previous projects listed.
- C. Relevant Experience** - A list of past relevant projects, which clearly demonstrate the implementation of a new program inside a municipality.

D. Statement of Project Understanding - The consultant shall state in succinct terms their understanding of what is required by this Request for Proposal.

E. 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 RFQ; 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. Any elements required by 40 CFR 403 not clearly described in the RFQ shall be identified by the proposer.

F. Rate Schedule for each Project Team Member - Provide the hourly rates for each project team member and labor multiplier.

G. Schedule - Provide a proposed schedule to complete the required program elements.

H. References – Provide three (3) references including current contact name and phone number for similar projects in EPA Region 1. If possible, include references to previous projects where the proposed team executed the work.

EVALUATION CRITERIA

Proposals will be initially evaluated based on 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 develop program efficiencies and proactively complete all project tasks and the project teams' past experience working together.* **30 points**
3. Previous related work, with particular preference given toward similar project types. **30 points**
4. Understanding of required project work and approach. **25 points**

Upon review of all responsive submissions using the criteria outlined above, the City may select up to three (3) firms to interview. The firm with highest ranking following proposal evaluation and interviews, if conducted, will be selected for contract negotiations. If the City is unable to reach agreement with the highest-ranking firm, the City may enter into negotiations with the next 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 other consulting services.

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 FOR SERVICES

Upon selection, the highest ranking firm will be invited to enter into contract negotiations with the City. The contract format will utilize a task-by-task approach and will be calculated using a labor multiplier with a stated not-to-exceed maximum price for specific program elements. When the contract is executed by both parties, the consultant will be instructed to commence 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. The consultant will be required to maintain commercial, automobile and professional liability insurance in commercially reasonable amounts. The consultant will be required to indemnify the City for the consultant's negligent acts in performance of the contract.

ADDITIONAL INFORMATION

Requests for additional technical information should be directed to Glen Wilson, Wastewater Operations Manager, Department of Public Works at the following number: (603) 957-8647 or gewilson@cityofportsmouth.com.

If you have any general questions, please contact the Finance/Purchasing Department at the following number: (603) 610-7227 or purchasing@cityofportsmouth.com.