

RFP # 39-24

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

**RFP #39-24
REQUEST FOR PROPOSALS**

ENGINEERING SERVICES

MECHANIC STREET PUMP STATION REPLACEMENT FEASIBILITY STUDY

Sealed Request for Proposals plainly marked RFP #39-24, "Mechanic Street Pump Station Replacement Feasibility Study" on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, 3rd Floor, Portsmouth, NH 03801 will be accepted until **2:00 p.m. on Monday April 15, 2024** 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 for the following project: To provide engineering services for a feasibility study of replacement of the Mechanic Street Pump Station.

Specifications may be obtained from the City's website at <https://www.cityofportsmouth.com/finance/purchasing-bids-and-proposals>. Questions must be submitted in writing to purchasing@cityofportsmouth.com by 4:00 on March 28, 2024. Addenda to this request for qualifications, 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 firms. Firms submitting qualifications should check the website daily for addenda and updates after the release date.

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.

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FUNDING

The City of Portsmouth will fund this with Sewer Capital monies and NH State ARPA monies.

PROJECT BACKGROUND/PURPOSE

The City of Portsmouth owns and operates the Mechanic Street Pump Station. The pump station was originally constructed in the 1970's and has since undergone several upgrades:

- Building Renovation and Pump Replacement (1991)
- Screenings Removal Upgrade (2000)
- Electrical Upgrade and Odor Control System Upgrade (2008)

In 2019, a Pump Station Master Plan Report was developed, which evaluated the equipment components and general condition of the Mechanic Street Pump Station. It was determined that the existing equipment is approaching or has reached its anticipated useful lifespan. These findings prompted recommended improvements to extend the pump station's lifespan to 2030 by upgrading high priority equipment.

Through development of the equipment replacement project, the City experienced several significant equipment failures and reevaluated the assumptions and likely outcomes of the project. The City engaged in a risk management and design options charrette to evaluate likely failure modes for the facility and identify potential mitigation measures to extend the facility through the 2030 planning horizon. From the analysis, it was determined that targeted equipment replacements were unlikely to achieve the City's goals without a significant expansion of scope and cost and would not address the fundamental limitations and operational challenges at the site. The City is moving forward with a replacement pump station facility to ensure reliable wastewater conveyance and treatment operations.

This feasibility study is necessary to clarify the available siting options, facility sizing, regulatory requirements, community benefits, and any other concerns which will need to be considered. This study will help the City define the project requirements and design scope of work with the potential for further consideration for the full design effort.

SCOPE OF WORK

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

- Feasibility Report including, but not limited to the following elements:
 - Identity available parcels for siting and any potential land use restrictions
 - Equipment sizes and types
 - Building sizing needs
 - Power and generator requirements
 - Building architectural options
 - Develop Alternative Site Layouts
 - Summary of regulatory issues and considerations
 - List of required permits
 - Opinion of cost for alternatives
 - Potential funding sources including State, Federal, or others
 - Community Coordination and Outreach
 - Pump Station renderings for alternate site layouts
 - Potential for community benefits
 - Potential for coordination with Prescott Park Master Plan

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. And, add a minimum of 5 additional community meetings or presentations. 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 actively collaborate with the selected team and oversee the Consultant's work on this project. Representatives of the City's Public Works Department will attend meetings, review plans, and review any 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:

- 2019 Pump Station Master Plan
- Climate Resiliency Report
- Existing as-builts
- Existing pumps cut sheets, pump curves
- Historical flow data
- Site map showing properties available for replacement/expansion
- Sea level rise projections
- Prescott Park master plan

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 #39-24" 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

CONTRACT DOCUMENT

Upon selection, the highest-ranking firm will be invited to enter into contract negotiations with the City. The Consultant will be required to enter into a City Contract. 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 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.