



Request for Proposals

City of Portsmouth, New Hampshire

Storm Water Master Plan Project

February 2006

RFP 51-06

**City of Portsmouth
Portsmouth, New Hampshire
Department of Public Works
“Storm Water Master Plan Project”
REQUEST FOR PROPOSAL**

Invitation

Sealed Proposals, **plainly marked, “Storm Water Master Plan Project – RFP 51 - 06” on the outside of the mailing envelope,** addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **1:30 p.m.** on **March 17, 2006**. The Proposal shall include a separately sealed price proposal in an additional envelope.

The City of Portsmouth is seeking proposals for engineering services to develop a stormwater master plan to facilitate compliance with the Environmental Protection Agency’s National Pollution Discharge Elimination System Storm Water Phase II Final Rule, commonly called “NPDES Phase II.”

There will be a mandatory pre-proposal meeting at **1:30 PM on March 3, 2006** at the City of Portsmouth Department of Public Works, 680 Peverly Hill Road. All firms interested in submitting a proposal are required to attend. Firms not attending will not be allowed to submit a proposal.

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.

Request for Proposal forms may be obtained from the City’s website www.cityofportsmouth.com or from the Finance/Purchasing Department on the third floor at the above address. **PLEASE CONTINUE BELOW FOR THE COMPLETE REQUEST FOR PROPOSAL.**

If you have any questions please contact the Finance/Purchasing Department at the following number: 603-610-7227. Alternately contact Peter Rice, P.E. at 766-1416 or Silke Psula at 766-1454.

A. Background

The NPDES Phase II rule is intended to reduce or eliminate discharges of contaminated water into municipal separate storm sewer systems (MS4s). The rule requires the City to obtain a Storm Water Permit and implement “Best Management Practices” (BMPs).

Available for review are the City’s Notice of Intent for its MS4, and 3 NPDES industrial permits for its two wastewater treatment plants and recycling center as well as Annual Reports. The City is also working with the Stormwater Coalition to development standard operating procedures.

The City has already undertaken significant steps to evaluate and respond to the NPDES Phase II rules but is looking to develop a Storm Water Master Plan to help prioritize its efforts. The Scope of Work envisioned by this Storm Water Master Plan project is set forth at Schedule A.

The City has, in coordination with the Stormwater Coalition, engaged Edward & Kelcey to develop a Manual of Guidelines and Standard Operating Procedures (SOPs), focusing on illicit discharge detection and elimination as well as pollution prevention and good housekeeping. The Manual will supplement the City's on-going illicit discharge detection and elimination programs of the City of Portsmouth and participating Stormwater Coalition communities. It will provide a basis for future training of municipal employees. The Manual is expected to be complete no later than December 2006.

B. Description of the Procurement Process

a) General

The process for procurement of services will proceed in two stages. Each Proposer must submit a two-part proposal, each being in its own sealed envelope, consisting of a "Non-Price Proposal" and a "Price Proposal".

b) Delivery of Proposals

When sent by mail, the sealed proposal shall be addressed to the City at the above noted address and in the care of the official in whose office the proposals are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for proposals. The proposal shall include the cost proposal in a separate sealed envelope. The cost proposal portion shall not be opened until after the selection committee concludes the preliminary selection process. Interviews may be held with top ranking firm(s). Proposals received after the time for opening of the proposals will be returned to the consultant, unopened. Faxed proposals are **NOT ACCEPTABLE**.

c) Evaluation of Proposals

The Selection Committee will review and evaluate the written responses to the Request for Proposal (RFP). The Selection Committee may conduct interviews. Firms making proposals must respond in writing to all requirements of this RFP. Firms with no prior experience and submittals that do not meet the minimum requirements will not be considered.

The price portion of the selected firm(s) will be opened prior to any interviews.

d) Interview

The Selection Committee may select a minimum of one and no more than three qualified firms to interview. Each of the selected qualified consultants will

participate in a detailed interview to more fully discuss their approach to this project and to answer questions posed by the Selection Committee.

e) Selection

The firms will be re-ranked after the interview. The top ranking candidate will be invited to negotiate a contract with the City of Portsmouth. Should the City and the selected firm not be able to reach an agreement, the City will then negotiate with the second-highest ranked firm. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated.

f) Reservation of Rights

This Request for Proposal (RFP) does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

The City reserves the right to accept or reject any or all RFPs received as a result of this request, or to cancel in part or in its entirety this RFP, if it is in the best interest of the City to do so.

The City reserves the right to undertake such investigation as it deems necessary to verify the qualification of the firm for this project.

g) Request For Proposals - Minimum Requirements

Submittals shall consist of and be evaluated on, the following:

i) Qualifications of the Firm

This section shall describe the firm and shall include identification of the team and a description of relevant experience.

❖ Team

Provide the names, with their resumes, of all professional members of the team. Each team member's educational and experience background and special skills shall be included. The team leader(s) should be designated.

❖ Relevant Experience

Provide the details of experience and past performance of the Firm on comparable projects for other utilities. This item should cover, at a minimum, the substantive nature of comparable projects. Firms are required to give sufficient information of their experiences to permit the City to understand and verify the nature of the contributions made by the firm to the projects listed.

ii) Scope of Services

Describe in narrative form the firm's approach and technical plan for accomplishing the work listed herein. The firm shall provide a detailed summary of how it will develop the required tasks in accordance with the concerns and criteria listed herein.

iii) Commitments

Provide a discussion of how the firm will assure adequate and timely completion of this project. A description of the firm's overall capability and assurance that it can meet its' commitment to successfully complete this project.

iv) Project Schedule

Provide a detailed project schedule.

v) References

Provide the name, title, locations and phone number of persons who can substantiate the firm's referenced experiences.

vi) Estimate of Work Effort

The firm shall submit an estimated summary of the level of effort (hours of work) allocated for each discipline per task described in the Scope of Work as part of the Proposal. **The fees associated with the Scope of Work per level of effort for discipline and task shall be submitted under separate cover on the form provided in a sealed envelope.**

C. SITE VISIT AND ADDITIONAL INFORMATION

Firms may contact the City Engineer for Water/Sewer, Peter Rice, P.E., at 603-733-1416 for additional information. **There will be a mandatory pre-proposal meeting at 1:30 PM on March 3, 2006** at the City of Portsmouth, Dept. of Public Works, 680 Peverly Hill Rd. In consideration to all proposers, no oral interpretations will be given to any proposers as to the meaning of the specification documents or any part thereof. Every request for such a consideration shall be made in writing, or you may fax inquiries to Peter Rice at the Public Works Department, 603-427-1539, or email Peter Rice at phrice@pw.cityofportsmouth.com. Based upon such inquiry, the City may choose to issue an Addendum.

PRICE PROPOSAL FORM
(To be placed in a separate sealed envelope)

SCHEDULE OF PRICES: NOTE: This Proposal shall be filled in by the **FIRM** with the prices written in both words and numerals and the extensions made by him/her. In case of discrepancy between words and numerals, the **amount shown in words shall govern.**

Project involving improvements to the **CITY OF PORTSMOUTH's "Storm Water Master Plan Project"**, in accordance with the Scope of Services, the following:

Item No.	Item Description and Total Unit Price in Words	Price
1	(Item described as Task 1 as part of the Scope of Services) at _____ _____ per task	\$ _____
2	(Items described as Task 2 as part of the Scope of Services) at _____ _____ per task	\$ _____
3	(Items described as Task 3 as part of the Scope of Services) at _____ _____ per task	\$ _____
4	(Items described as Task 4 as part of the Scope of Services) at _____ _____ per task	\$ _____
5	(Items described as Task 5 as part of the Scope of Services) at _____ _____ per task	\$ _____
6	(Items described as Task 6 as part of the Scope of Services) at _____ _____ per task	\$ _____

7 Total of all Items described as Tasks 1 through 6 as part of the Scope of Services) at

_____ \$ _____

Submitted by:.....
(Name of Firm)

Signature:

Print Name:.....

Title:

Date:.....

SCHEDULE A

SCOPE OF SERVICES

Project Goal

The Project Goal is the development of a stormwater master plan to facilitate compliance with NPDES Phase II rules. The Project will be undertaken in five Project tasks (listed below).

Funding

The Project will be funded through a grant from the New Hampshire Department of Environmental Protection, along with funds from the City's General Fund.

Project Task 1. Regulatory Review

This task consists of a review of the City's efforts to comply with the NPDES Phase II MS4 General Permit and the Municipality-Owned Industrial Facilities Multi-Sector General Permit. The City has taken significant steps towards compliance including the development of 4 SWPPs: 1 for its MS4, 3 for its industrial facilities and the creation of GIS-based infrastructure maps, etc. The City has made significant efforts to follow the EPA's regulations and permitting processes as communicated to the City, however, with the proposed changes to the Industrial permit regulations and the variety of interpretations and enforcement of the regulations throughout the MS4 communities and industries, the City believes a review of its current program and data in conjunction with the regulations would assist the City in prioritizing its resources.

The City anticipates that the firm will, as part of this task:

- a. Review and summarize EPA and DES storm water requirements and identify the water quality impairments in the 2006 305(b) report and 303(d) list for State waterbodies in Portsmouth.

Project Task 2. Storm Water Collection System Infrastructure

The City has a city-wide storm water collection system map. This map shows the location of structures and direction of flow to the known outlets. Additional effort is needed to field verify flow direction; document pipe size, material condition and inverted elevations; and verify land drainage area for each outfall. The intent is to be able to use this information to support a capital improvement plan which will establish the storm water system funding requirements on a priority bases for the immediate; next 5; 10; and 15 years.

The City anticipates that the firm will, as part of this task:

- a. Review the available storm water map for data gaps.
- b. Collect pipe size, material and invert elevations information.
- c. Determine the condition of the existing pipe and rank its condition based on priority of need.
- d. Field verify information (e.g. flow direction, catchbasin locations) on existing maps.
- e. Provide the data to be integrated with the City's current mapping system.
- f. Prepare a recommended capital improvements plan and projected capital needs for the immediate; next 5; 10 and; 15 years.

Project Task 3. Propose an Operations and Maintenance (O&M) Program Related to Drainage System Management

Much of the effort necessary to implement any storm water program is dependent upon adequate staffing. This task will review the current staffing level of the City and determine its adequacy given the infrastructure and storm water program.

The City anticipates that the firm will, as part of this task:

- a. Use information collected from the other tasks and the City's MS4 stormwater management plan to review staffing levels to determine adequacy.
- b. Prepare a cleaning and maintenance schedule. At a minimum, the schedule shall include cleaning and maintenance for the storm water infrastructure as well as the cleaning and maintenance required by the MS4 and industrial permits.
- c. Inventory problem areas and identify logical approach to systematically address the most prevalent problems.
- d. Project adequate staffing and O& M budget to support these efforts for the immediate needs; the next 5 years; 10 years; and 15 years.

Project Task 4. Review the City's Local Regulations/Ordinances

- i. The City has incorporated storm water compliance into its existing site review and Planning Board process. This task will involve reviewing the existing site review and planning approval process and develop recommended language for incorporating recommended changes to improve MS4 General Permit compliance.

The City anticipates that the firm will, as part of this task:

- a. Obtain and review pertinent site review and subdivision regulations (this will require coordination with another consultant engaged to update the City's Zoning Ordinances).
 - b. Develop recommended language for incorporating Phase II MS4 storm water regulations into site review and subdivision regulations.
 - c. Submit recommendations to City of Portsmouth in draft.
- ii. The City has prepared a draft storm water ordinance.
- a. Review and evaluate the draft ordinance for effectiveness and practical implementation and enforcement.

Project Task 5. Summarize Funding Programs

Review existing funding sources and other methods of funding to storm water BMPs both structural and non-structural in order to meet the goals of storm water program.

Project Task 6. Provide Final Report

- a. Provide interim letter reports detailing work performed at the conclusion of each task.
- b. Provide draft final report for City review and comment.
- c. Incorporate City comments into final report to this Storm Water Master Plan project.
- d. Provide six (6) copies of a final report to this Storm Water Master Plan project.