

RFQ No. 32-22
Request for Qualifications (RFQ)
City of Portsmouth, New Hampshire
Department of Public Works
Engineering Services for Asset Management

The City of Portsmouth, New Hampshire (City) issues this Request for Qualifications (RFQ) for engineering consulting services (Engineer) to establish a wastewater collection, stormwater collection, and wastewater treatment facilities (WWTFs) asset management program.

Qualifications Statements shall be submitted by qualified firms that are capable and demonstrable background in the aspects of work described in the Scope of Services of this RFQ. Firms submitting Qualifications Statements must be licensed to practice engineering in the State of New Hampshire.

Any questions regarding this RFQ may be addressed to J. Siegel, Asset Management Coordinator, jsiegel@cityofportsmouth.com, with “**RFQ Question – Stormwater Asset Management**” in the subject line. **All questions shall be received by 4:30 p.m. on March 15, 2022** and their corresponding responses will be issued as an addendum to this RFQ on the City’s website. Prospective consultants shall be solely responsible for obtaining all questions and answers related to this RFQ. Addenda to this RFP, if any, including written answers to questions, will be posted on the City of Portsmouth purchasing website under the project heading at <https://www.cityofportsmouth.com/finance/purchasing-bids-and-proposals>. 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.

Qualification Statements will be accepted until Tuesday, March 22, 2022 at 4:30 p.m., delivered to the front desk at City Hall, 1 Junkins Ave, Portsmouth NH 03801, addressed to the Purchasing Department. Four (4) hard copies and one (1) electronic copy (in .pdf format on USB thumb drive) are required. Submissions will not be accepted via fax or email. Submissions received at the above address after this time will not be considered.

The submittal shall be entitled:

REQUEST FOR QUALIFICATIONS –ENGINEERING SERVICES FOR ASSET MANAGEMENT

A. PROJECT BACKGROUND/PURPOSE

This asset management program will address the City of Portsmouth’s Pease Wastewater Treatment Facility, Peirce Island Wastewater Treatment Facility, Sewer Collection System and Stormwater Collection System. This asset management program will help the community address and plan for its infrastructure and plan for capital improvement funding. These assets are generally described below.

Stormwater Collection System:

The City of Portsmouth, NH owns, operates, and maintains approximately 148 miles of stormwater collection systems, 4700 catch basins, and 36 water quality treatment units. The City has performed 10,000 ft of closed circuit television inspection (CCTV) of portions of its system and found sections that need repair and sections that are old and beyond their useful life. It has also been determined that portions of the stormwater collection system need additional capacity. The City utilizes DTS VUEWorks for asset management and for work order tracking for the stormwater collection system.

Sewer Collection System:

City of Portsmouth, NH
Request for Qualifications (RFQ) - Engineering Consulting Services
Asset Management Program
Page 2 of 4

The City of Portsmouth, NH owns, operates, and maintains approximately 120 miles of wastewater collection systems and sewer force mains, 1,650 manholes, and 20 wastewater pumping stations. Portions of the sewer collection system is combined with the drainage system and sewer separation is being conducted in accordance with the Long Term Control Plan and Supplemental Compliance Plan. The City has performed 25,000 ft of CCTV inspections of portions of its system and found sections that need repair and sections that are old and beyond their useful life. A Sewer System Evaluation Survey Infiltration Study was completed in July 2020 and included an assessment of sewer rehabilitation needs. This study also identified private inflow and infiltration contributions. The City utilizes DTS VUEWorks for asset management and for work order tracking for the sewer collection system.

Wastewater Treatment Facilities:

The City of Portsmouth, NH owns, operates, and maintains two Wastewater Treatment Facilities. The Pease WWTF is a 1.2 million gallon per day sequencing batch reactor (SBR) activated sludge plant. It was originally constructed in the 1950's, upgraded in 1995 (conversion from trickling filter to SBR), 2000 (septage upgrade), and 2020 (Headworks upgrade). It serves the Pease International Tradeport through a separated collection system and one wastewater pumping station. A recent upgrade to the Peirce Island WWTF upgraded it from a chemically enhanced primary treatment facility to a 6.1 MGD Biological Aerated Filter fixed film high rate treatment system. The facility serves the City of Portsmouth (except the Pease International Tradeport), the Town of New Castle, two commercial accounts in Greenland, NH and areas of Rye, NH. The plant treats wet weather as portions of the collection system are combined and the system has 19 wastewater pumping stations tributary to the WWTF. Both WWTFs utilize a computerized maintenance and management system (HACH JobCal and Rockwell Automation Fiix) for preventative and corrective maintenance and for tracking work orders.

Portsmouth applied to the NH Department of Environmental Services (NHDES) for funding from the Clean Water State Revolving Fund loan to develop a stormwater and wastewater collection system and WWTF asset management program. The City's pre-application has been approved by the NHDES. **Award of this project is contingent upon receiving approval from the City Council to move forward with a State Revolving Loan for the asset management program. This is anticipated to occur in March 2022.**

B. SCOPE OF SERVICES

Portsmouth seeks engineering consulting services to lead the City in developing an Asset Management Program as described. Specific tasks are:

1. Assist with finalizing an application to NHDES for funding to develop a Stormwater, Wastewater Collection, and Wastewater Collection Treatment Plant Asset Management Program including assisting with approval from NHDES for the work scope;
2. After award of funding from NHDES:
 - a. Refine the existing system of asset inventory and condition assessment data;
 - b. Develop a Level of Service plan;
 - c. Assess criticality of assets;
 - d. Develop life cycle cost analysis;
 - e. Create a financial implementation plan for identified maintenance and replacement needs;
 - f. Create an implementation plan (including training) for asset management program maintenance; and

City of Portsmouth, NH
Request for Qualifications (RFQ) - Engineering Consulting Services
Asset Management Program
Page 3 of 4

- g. Develop a communication plan for Portsmouth’s Asset Management Program.

All aspects shall be conducted in accordance with NHDES requirements including their ARPA Asset Management Grant Guidance Document (November 2021) and their Asset Management Handbook & Toolkit (November 2021).

The proposed project timeline is as follows:

Milestones:	Expected Date:
Select engineer	March 2022
Develop engineering contract	March 2022
Submit application for funding to NHDES	March 2022
Kick off meeting	May 2022
Develop Asset Management Program (including items outlined above)	March 2025
Finalize all aspects of the Asset Management Program	July 2025
Project Completion	September 2025

C. QUALIFICATIONS STATEMENT

Prospective consultants shall submit a Qualifications Statement in response to this RFQ. The Qualifications Statement shall be limited to 10 pages and shall include the following (page covers, tabs/dividers, the cover letter and resumes are not included within the page count):

1. Cover Letter: Signed by a representative of the consultant firm authorized to enter into contracts and commit the staff and corporate resources to complete the scope of work as expeditiously as possible.
2. Firm Profile: Provide a general outline of the firm, including brief history, areas of practice/service, place(s) of business of the firm, and the office from which the services of this RFQ will be provided. If the firm is proposing the use of subconsultants to perform any aspects of the defined base services, similar information on each additional firm shall be included.
3. Project Team: Provide a description of the project team proposed to provide the services identified in this RFQ. Identify the Project Team Manager and other key personnel who would be charged with providing services to the City. The Project Team Manager must be a registered professional engineer in the State of New Hampshire. Provide individual resumes of no more than two pages each describing the background and experience of each key employee. If the firm is proposing the use of subconsultants to perform any aspects of the defined services, resumes for subconsultant personnel should be included as well.
4. Firm’s Related Experience: Provide a description of the experience of the firm and project team, including specific examples of similar asset management work. Provide other pertinent information that may clearly and effectively identify the prospective consultant as a qualified firm. *General promotional materials are not needed or wanted.*
5. Project Schedule: Provide a detailed schedule of the project and the firm’s capacity for maintaining the schedule.
6. References: Provide three (3) references for relevant projects completed over the past five (5) years. Include names of contact persons with email addresses and telephone numbers to

facilitate contacting them. Identify the team members proposed for this project that participated in the reference projects and in particular where proposed team members performed as a team in the reference projects.

7. Firm Performance: Provide a statement describing what procedures your firm proposes to implement and follow to ensure quality end products and successful project.

D. CONSULTANT SELECTION

The selection process will be a Qualifications Based Selection (QBS). It is the City's intent to select a consultant based on the merits of the firm's Qualification Statement and price. Qualification packages will be scored and ranked by a Selection Committee consisting of officials from the City and other qualified representatives. The top firms may be interviewed. Firms will be evaluated on the following criteria:

- Responsiveness to submission requirements (5 points).
- Qualifications of firm and project team members (25 points). 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 team's past experience working together.
- Previous related work, with particular preference given toward similar asset management projects types (40 points).
- Understanding of required project work and approach (30 points).

The firm that is ranked the highest will be notified and the City will meet with the selected firm to negotiate hourly fees for engineering services, terms, and conditions of the contract and applicable insurance coverage. If the City is unable to reach agreement with the highest-ranking firm, the City will entertain entering into negotiations from the second-rated consulting firm and so on, until an agreement is reached. The City reserves the right to discontinue the selection process at any time prior to awarding the contract.

E. OTHER

This RFQ does not commit the City of Portsmouth to pay any costs incurred by engineering firms in the preparation, submission, or presentation of a qualifications package. By submitting to this RFQ, the firm is authorizing the City to request any relevant information or ask any questions in order to make an informed decision. The firm further agrees to release the City from any liability in the review of the firm's Qualifications Statement and references.

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.