

TOWN OF SALEM, N.H.

REQUEST FOR QUALIFICATIONS

For

Sewer System Master Plan Update



DATE OF ISSUANCE:

September 21, 2015

*DEADLINE FOR SUBMISSION OF
QUALIFICATIONS*

October 15, 2015

DELIVER OR MAIL TO:

*Town of Salem
Finance Department
33 Geremonty Dr.
Salem, NH 03079*

Christine Wholley, Purchasing Agent

GENERAL

A. Introduction

The Town of Salem, NH. invites firms to submit a Statement of Qualifications for Professional Services to develop a comprehensive revision to the Town's Sewer Master Plan. The Town of Salem is a community located in southern New Hampshire between the communities of Windham to the North and Methuen Massachusetts to the South. The Town's population is approximately 30,000 with approximately 59 % of the community connected to the sewer system. The Town's sewer system currently serves approximately 4,700 customers (residential & commercial), generating an average daily flow of approximately 2.8 million gallons. The collection system includes approximately 60 miles of pipeline, 1150 manholes, and 11 Sewer Lift Stations.

Salem is a member of the Greater Lawrence Sanitary District (GLSD). Salem's agreement with the GLSD grants Salem a 5.0 million gallons of average daily flow, 14.5 million gallon per day peak flow and maximum daily flow of 9.0 million gallons per day.

B. Project Description and Goals

The purpose of developing a Sewer Master Plan Update is to provide the Town with a planning tool for decision making over the next 20 years. The Consultant is encouraged to define a proposed scope to accomplish these objectives, yet reflect any innovation, elaboration or clarification the Consultant feels appropriate to define their particular approach. The following general project description and sequence is as follows:

1. **Data Collection:** Utilize available information including, but not necessarily limited to, existing studies; GIS; staff resources at Public Works and other information the Consultant believes is necessary to develop a Master Plan. The Master Plan shall include a description of existing land use, population and historical seasonal sewer flows within the Town's service area, condition assessment of the existing collection system (pump stations, gravity pipe, manholes and force mains. The Consultant shall consider the impact of potential development within the Town. The Consultant shall interview staff from Public Works to collect appropriate data regarding anticipated development and redevelopment plans affecting the town's system. Existing sewer flows shall be evaluated

utilizing standard engineering practices including flow monitoring. Consultant will include I/I estimates as part of the scope of services

2. Develop a Hydraulic Model of the Existing System based on Data Collection

The Consultant shall prepare a technical memorandum describing the methodology used and the reasons for selection of the recommended software package as well as a demonstration of the software for review and approval by the Town. The Consultant shall develop a hydraulic model of the wastewater collection system. At a minimum, the model capabilities are to include AutoCAD compatible graphics, GIS integration using the Interface Method and integration with the Town's VueWorks Asset Management software. The Consultant shall set up the input file and debug the model for the existing system and check for continuity and abnormalities.

The hydraulic sewer model is to be calibrated to current development and flow conditions using data developed in this study, data available from Town records, field flow measurements and targeted sewer flow monitoring

The Consultant shall develop a calibration plan and testing protocol for the model that is to be approved by the Town.

Consultant shall compare system model performance to field data and shall make all necessary adjustments, correct errors and discrepancies and recalibrate the model. Consultant shall document all calibration efforts in the technical report.

The Consultant shall perform an analysis of the existing sewer system for current development and potential future development and redevelopment, flows utilizing the calibrated hydraulic model for future dry weather day and maximum wet weather day. The Consultant shall identify and analyze deficiencies within the sewer system from current development and future development and redevelopment such as adequate sizing of collection pipelines, substandard accessibility to sewer pipelines and system operation related to meeting existing and future dry weather day and peak wet weather flow conditions.

2. Expansion and Upgrade: Develop future expansion and upgrades required to the existing system based on planned expansion of the sewer system.

3. Priority Ranking of Expansions and Upgrades: The report shall prioritize and provide a numerical ranking of the sewer system expansion and upgrades based on, but not limited to, the following considerations:
 - a) Cost/benefit analysis
 - b) Proximity to existing system
 - c) Soil types
 - d) Land use and zoning
 - e) Other factors the consultant believes will add value to the ranking system

C. Project Meetings/Presentations

The Consultant shall arrange and conduct staff meetings/workshops as needed for the purpose of introducing project participants, establishing lines of communication, reviewing the accepted scope of work and the project approach, discussing existing sewer facilities and all other related information Pertaining to the Town's system and periodic updates. Meetings may consist of conference calls, face to face and electronic media.

D. Master Plan Report

Three (3) copies of an initial draft sewer report will be prepared and submitted to the Town for review and comment

Three (3) copies of the final draft sewer report will be prepared and submitted. The draft reports will incorporate the Town's initial draft comments and will be submitted to the town for review and comment.

Five (5) bound copies of the final Master Plan Report will be prepared and submitted to the Department of Public Works. A complete electronic copy including all maps, charts and illustrations shall also be provided to the Town.

E. Qualifications of Consultant

Qualifications will be evaluated to determine the Consultant's capability to

Provide professional services including all of the following:

- Experience in wastewater master planning and the development of integrated wastewater resource management plans
- Understanding of local, regional and state-wide wastewater issues
- Coordination of wastewater planning
- Fiscal planning and forecasting
- Demand forecasting
- Complex hydraulic sewer modeling (gravity and pressure). We prefer that the hydraulic model be developed in house.
- Development of capital improvement plans and funding requirements.

The following items are required as part of the qualifications submittal:

1. List of the individuals on the Consultant team and identification of the Project Manager
2. Qualifications of the Consultant team
3. Qualifications summaries for all individuals on the Consultant team (to be included as an appendix to the submittal document)
4. Description of similar and/or relevant projects (no more than 5)
5. List of references (no more than 5; and include the name of the firm or agency, name of the project contact, address, telephone number, fax number and email address)
6. Sewer master plan process (limited to one page; a description or outline of a typical sewer master plan process that identifies the key components and/or strategies)
7. Describe in detail your firm's understanding of the services requested and provide a complete Scope of Work to address the Town's primary objectives regarding consultant services for this project
8. Provide a proposed time schedule for the project that demonstrates how the update will be completed within the 12-month timeframe

9. State the full name of your firm and indicate whether the company operates as a partnership, corporation or sole proprietorship. State the number of years the organization has been in business and include the name and business address of company owners. Identify the individual by name and title authorized to negotiate contract terms and enter into legally binding commitments
10. Describe the general steps that can be taken to reduce overall costs
11. Provide any other information that you feel is relevant to the Sewer Master Plan and that will assist the Town

Once the Consultant is selected the Master Plan shall be completed and presented no later than May 2, 2016.

F. Costs and proposals (submitted in a separate sealed envelope)

1. A project budget that includes an itemized list of the costs associated with each task identified in the Scope of Work. The itemized list shall include the cost per task, hours required to complete each task, and the associated hourly rate(s) for all Consultant and sub consultant costs. Costs must include all fees and expenses that the Consultant expects to be compensated or reimbursed for, including all costs for reproduction of materials, attendance at meetings, public workshops and hearings
2. A statement that all charges for services will be a "not to exceed fee", as submitted with, and made part of, said Consultant's quote
3. A copy of the Consultant's hourly rate schedule, with direct cost is broken out separately from overhead rates, and a written statement that said hourly rate schedule is part of the consultant's quote for use in invoicing for extra work Incurred that is not part of the RFQ .

G. Submittal Deadline

Submit three (3) copies of the qualifications in a sealed envelope clearly marked "Sewer Master Plan Update" to the following address:

Town of Salem NH
Finance Department
33 Geremonty Drive
Salem NH 03079

Attn: Christine Wholley

Purchasing Agent

Tel: 603-890-2090

Qualifications shall be received by the Town no later than 11:00am on October 15th, 2015.

Facsimile or electronic transmissions will not be accepted.

H. Selection Process

It is the Town's intent to review all qualifications and select a minimum of two qualified consultants to participate in the interviews to be held in October 2015 with the selection of the Consultant by November of 2015. The selection of candidate consultants to participate in the interview process shall be at the sole discretion of Town staff.

GENERAL

This RFQ does not commit the Town to award a contract or to pay any costs incurred in the preparation of a response to this request. All qualifications submitted in response to the request will become the property of the Town of Salem and may be used by the Town in any way deemed appropriate. The Town reserves the right to accept or to reject, in part or in its entirety, the Qualifications submittal if such action is deemed to be in the best interest of the Town.

Each respondent understands and agrees that the Town, its departments, their Officers, employees or agents shall not be liable for any errors, inaccuracies or misstatements related to the information or data supplied to any respondent by the Town. The use of such information or data provided by the Town, its officers, employees or agents is intended to be used at the sole discretion and risk of the Consultant in the preparation of a submittal pursuant to this RFQ and this submittal only.

All documents are available online at the Town of Salem NH website, www.townofsalem.org, from the Bid Opportunities drop-down menu.