

REQUEST FOR PROPOSALS

Mutual Aid Study

The Central New Hampshire Regional Planning Commission (CNHRPC) is soliciting proposals from potential consultants to complete an assessment of water system conveyance between existing interconnections and review water compatibility issues for the Mutual Aid Study.

The goal of this project is to address current and potential mutual aid issues among the water systems within the potential study area. review of interconnection scenarios will allow the consultant to assess the feasibility of needed infrastructure improvements and proposed planning, design and construction.

The assessment will be funded by a NHDES Public Water System Emergency Interconnection Grant award in the maximum amount of \$26,000. Applications for the RFP are should be submitted by 2:00 PM July 7, 2008. Project commencement can only begin after the consultant has been selected and NHDES approves the grant. The project is slated to begin upon approval of a grant contract by the NH Executive Council which is expected in August , 2008. Firms should provide, as part of their proposal, a project outline and timeline showing how they would approach and complete this project.

For a complete copy of the Request for Proposal please go to the website at www.cnhrpc.org.

Deadline for Submittals: 2:00PM July 7, 2008

**Central NH Regional Planning Commission
28 Commercial Street
Concord, NH 03301-5061**

Scope of Services

The purpose of this project is to conduct a study of the feasibility of providing emergency and mutual aid interconnections between Concord, Pembroke, Penacook-Boscawen Water Precinct, and Bow.

The Consultant will be provided the following information:

Water Distribution Maps for Concord, Pembroke, and the Penacook-Boscawen Water Precinct will be provided. New hydraulic model is available for Pembroke. The Consultant will be provided with the recent population and water demand projects from the 2007 report to the City of Concord. There is currently an interconnection between Concord and Penacook-Boscawen. There is also an existing potential interconnection between Concord and Pembroke. Bow does not have a water system near Concord.

The consultant will be responsible for exploring the needs and opportunities for emergency mutual aid and interconnection and associated mutual aid agreement(s) for emergency purposes. The study shall address the feasibility, benefits and limitations of interconnecting, whether supplies are adequate and what steps need to be taken to establish the connection(s).

The Study is expected to include the following elements:

1. Confirmation of each water system's supply, storage and transmission capabilities.
2. Assessment of capability to convey water through existing or proposed interconnections.
3. Water demand projections within the study area shall be provided by each community
4. Current average day and maximum day demands presently and 2025 provided by communities.
5. Data on safe yield provided by the communities of existing water supply sources.
6. Capacity information relative to existing treatment and storage facilities provided by communities.
7. Development of a skeletal hydraulic model of the study area based on major water main features, if necessary
8. Development of interconnection scenarios among the study area water supplies.
9. Assessment of hydraulic conveyance limitations needed infrastructure improvements and associated planning, design, and construction costs.
10. Review of potential water quality compatibility issues.

11. Draft preparation and final report.
12. Expect to have 2 meetings with representatives from the water systems to review draft products.

The consultant will incorporate comments from the Technical Advisory Committee and issue final report to each stakeholder. Digital copies of all files from the hydraulic model (not including software) as well as the final report in Adobe PDF format are required. The consultant is also required to produce 5 printed copies of the final report.

GENERAL TERMS AND CONDITIONS

1. The successful consultant shall comply with all applicable federal, state and local laws and regulations as may be applicable. Funding for this project is provided through the New Hampshire Department of Environmental Services.
2. Respondents to this RFP will represent a firm, company or team possessing experience and expertise in hydraulic engineering, water systems planning and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFP.
3. CNHRPC reserves the right to reject any or all proposals, waive technicalities, to advertise for new proposals, and to make awards as may be deemed by the CNHRPC and cooperating water systems.
4. Reports and materials developed by the successful applicant under a contract that may result from this RFP are considered public information and may not be copyrighted.
5. Applicants must submit complete responses to all of the information requested. Applicants who do not respond to the entire content of the RFP may be disqualified.
6. The successful applicant will assume sole responsibility for the complete project as required in this RFP. CNHRPC will consider only one individual per firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project.
7. Applicants who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the applicant's statement of qualifications. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties after contract award, without prior written approval by CNHRPC.
8. The selected consultant will be required to execute the standard CNHRPC Contract for Professional Services.
9. Total available funding will be no more than \$26,000. Only when CNHRPC receives NH DES grant contract approval can the project proceed.

CONSULTANT SUBMITTALS

One original and a PDF copy of the proposal shall be submitted to Ms. Sharon Wason, AICP, Central NH Regional Planning Commission, 28 Commercial Street, Concord, NH 03301-5061 no later than 2:00 p.m. July 7, 2008. Late submittals will not be considered.

Submittals shall include the following information, at a minimum:

1. Cover letter: A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal.
2. Cost estimates. One copy of a sealed enveloped labeled “cost estimates.” This will include the firm’s proposed budget for the consulting services. The quotation should include all costs related to the service to be rendered, broken down by tasks, with unit price, hours, subtotal and overall budget. The envelope will only be opened if the firm is selected as the project consultant.
3. Statement of Qualifications and Experience.
Additional information can be in narrative form.
 - a. Give the company/firm/team history, background and relevant experience. Include names of individuals who are Professional Engineers.
 - b. The business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope work.
 - c. The background, education and relevant experience of all team members proposed to participate in all tasks identified in the scope of work. The principal in charge and project manager shall be identified along with the roles of other significant project participants.
 - d. Experience with water systems design and hydraulic modeling. Give the name of the project, project period, and project cost (including the names of clients, primary contact person and phone number).
 - e. Describe at least 3 projects in which hydraulic models were developed for a water system. List project contacts and the software utilized for modeling.
 - f. Describe projects completed within the last 3 years which dealt with mutual aid between neighboring public water utilities.

EVALUATION CRITERIA

All proposals will be evaluated by the Mutual Aid Technical Advisory Committee, set up by the CNHRPC. Proposals will be ranked by a five point per criterion ranking system. A score of 1 will be given where little or no experience or expertise is

demonstrated. A score of 5 will be given where the applicant clearly demonstrates experience and expertise in the relevant category. The top three highest scoring firms will be invited to enter into contractual negotiations with CNHRPC.

Scores will be ranked (1-5) based on experience or expertise with the following:

1. Hydraulic modeling and evaluation experience regarding public water systems.
2. Qualifications, experience and certifications of primary project team members.
3. Responsiveness of proposed scope of work to the CNHRPC's scope of work and program objectives.
4. Quality of responses from relevant references (please provide at least three references).
5. Experience with multi-jurisdictional mutual aid studies.

STEPS FOR CONSULTANT SELECTION AND CONTRACTING PROCESS

The Mutual Aid Stakeholders Committee, set up by the CNRPC will use the following process to select a consultant.

1. Review of proposals by CNHRPC committee. Selection of up to three consultants for possible interviews. Selection pool is narrowed to those consultants that demonstrate appropriate experience and expertise.
2. Interviews of short-listed consultants, if needed. Selection of most qualified consultant as determined by CNHRPC based on the proposals and possible interviews. Interviews for Consultants will be on July 10, 2008 from 9 am to Noon.
3. Negotiations with selected consultant based on project cost proposals. If no agreement is reached, CNHRPC will begin negotiations with the next highest rated consultant.
4. Notification of grant contract approval from NH DES.
5. Execute contract drafted by CNHRPC with selected consultant.

QUESTIONS AND CLARIFICATIONS DURING THE BIDDING PERIOD

Bidders shall direct any questions and requests for clarification during the bidding period to Robert Mann, P.E., Drinking Water and Groundwater Bureau Tel. 603-271-2953 Fax 603-271-5171 email: Robert.Mann@des.nh.gov.