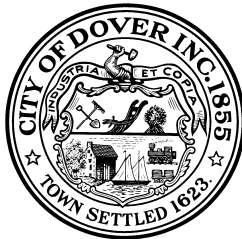


DANIEL R. LYNCH
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288 Central Avenue
Dover, New Hampshire 03820-4169

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www.ci.dover.nh.us

City of Dover, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

March 10, 2008

REQUEST FOR QUALIFICATIONS #B08063 **Professional Engineering Consulting Services – Willand Pond Engineering Review.**

You are cordially invited to submit a proposal for **Professional Engineering Consulting Services – Willand Pond Engineering Review** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Nine (9) copies of the Technical/Qualifications Proposal must be submitted in a sealed envelope, plainly marked:

**“RFQ #B08063 – Professional Engineering Consulting Services –
Willand Pond Engineering Review”**

City of Dover, Purchasing Office
288 Central Avenue
Dover, NH 03820-4169

All proposals/bids must be received by **April 4, 2008 at 2:00 p.m. EST**

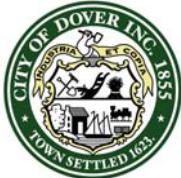
Ann M. Legere
Purchasing Agent

AML:kjn
Attachments

***IMPORTANT:** If you are not interested in submitting a quotation on this particular bid request, but wish to remain on our active bid list, please sign and return the attached form with a **NO BID** indication. Failure to respond in this manner will result in deletion from our bid list.

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.

 CITY OF DOVER	REQUEST FOR PROPOSAL	
	Request Type	Proposal
	Title	Number: B08063 Professional Engineering Consulting Services – Willand Pond Engineering Review
Date	Monday, March 10, 2008	

I. INTRODUCTION

The City of Dover is requesting qualifications for an Engineering firm to study and develop plans and alternatives for the high water levels at the pond and its surroundings. The qualifications process will be used to develop a short-list of pre-qualified firms to prepare final proposals. Only those selected for the short list will be then invited to respond to a formal two (2) envelope system proposal solicitation.

The cities of Dover and Somersworth share shoreline around Willand Pond, an (86) eighty six acre natural and spring fed Class A water body, situated in the Middle Salmon Falls River, which is located in the Piscataqua River Watershed. The sub-watershed of interest, although not delineated at this time, is approximately 290 acres.

Over the previous 100 years the watershed has been steadily developed. Route 108 borders the pond to the south and west in Dover and Route 9 is situated along the east of the pond in Somersworth. A multitude of factors contribute to a sustained elevated water level that has resulted in flooding, property damage, inaccessibility to trails and other detrimental human and environmental impacts.

There has been encroachment into the disorganized drainage outlet to the north east over time. In addition, installation of a sanitary sewer line and water mains in Somersworth has intersected the path of the drainage flow. Surface water flows out of the pond, through a wetland to the north and appears to be redirected and/or impounded where the sanitary line crosses the hydric soils. Sustained flooding at Willand Pond began with the so called “Mother’s Day Storm” in May 2006, and continued with the April 2007 “Patriots Day” flooding as well.

On July 13, 2007, DES documented a cyanobacteria bloom in Willand Pond. This occurrence has decreased transparency and affected overall water quality and caused the pond to be classified as eutrophic. Willand Pond is impaired under the DES Surface Water Quality Standard, Env-Ws 1703.01 Water Use Classifications, (c) and (d).

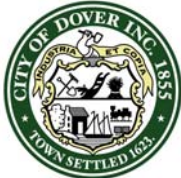
The Cities of Dover and Somersworth are located in the seacoast area of New Hampshire. The City of Dover has a population of approximately 29,000, and is 28 square miles. The City of Somersworth has a population of approximately 11,000 and is 10 square miles.

Information related to Willand Pond, the elevated water levels and the impairment of the water may be found at www.ci.dover.nh.us/projects/willand.

II. GENERAL REQUIREMENTS

Beyond progress and final reports, the following products will be produced as a result of this project:

- A watershed management plan;
- An approved QAPP for any modeling or data gathering;
- A historic timeline report of the area;
- An assessment of the current and historical drainage patterns of the area;
- An alternative analysis report; and;
- Conceptual design of recommended alternative;

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The consultant will not be involved in public outreach/education processes, other than those related to engineering or design work, nor will the consultant develop the monitoring plan, though some interaction may take place. Some work may be entailed in updating land use regulations.

III PROJECT SCHEDULE/ADMINISTRATION

The project is expected to start the project immediately once the grant agreement is executed. A consultant will be chosen by June 1, 2008. The data collection and assessment will occur during the summer of 2008 and will be completed by October 2008. An alternative analysis report shall be generated by December 2008.

The project is being funded as part of a New Hampshire Department of Environmental Services 319 Watershed Assistance Grant and will be administered by the City of Dover through a qualified consulting firm. Consulting firms will be required to interface with a steering committee composed of citizens from both Somersworth and Dover.

IV SELECTION/TIMELINE

The process schedule is as follows:

RFQ issued to consultants	March 10, 2008
Qualifications submitted (9 copies)	April 4, 2008 by 2:00 pm EST at City Hall, Office of the Purchasing Agent
“Short listed” firms notified	April 18, 2008
Walk through of Pond and documentation for “short listed” firms	April 16, 2008 9 am Willand Pond
Final Proposals submitted (9 copies)	May 2, 2008 by 2:00 pm EST at City Hall, Office of the Purchasing Agent
Attend a UNH presentation on the Pond	May 8, 2008
Interviews for “short listed” firms	Week of May 12, 2008
Firm selected by City Council	May 28, 2008
Firm begins work on project on or about	June 2, 2008

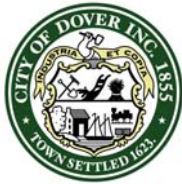
V SUBMITTAL REQUIREMENTS

Nine (9) copies of the proposals prepared in response to this solicitation must be submitted on or before April 4, 2008, @ 2:00pm est. to:

City of Dover Purchasing Office
Municipal Building
288 Central Avenue
Dover, New Hampshire 03820
Attn.: Ann Legere

The following general framework should be used in the quotations:

- 1) Introduction
- 2) Understanding of Dover and Somersworth communities



CITY OF DOVER

REQUEST FOR PROPOSAL

Request Type Proposal Number: **B08063**
Title **Professional Engineering Consulting Services – Willand Pond Engineering Review**
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- 3) Experience with similar environmental engineering projects.
- 4) Understanding of the environmental impacts and impairment in the area in and around Willand Pond.
- 5) Understanding of the consultants familiarity with the QAPP process and the EPA's "a" thru "i" criteria for watershed based planning.
- 6) Provide one or two samples of a similar project completed by the consultant, and names and telephone numbers of references familiar with the consultant's work. (Executive summaries are acceptable)

VI SELECTION

Proposals will be judged by the selection committee on their relative performance in the following areas:

- 1) Conformance with submission requirements;
- 2) Consultants' ability to meet the required time schedule;
- 3) Applicant qualifications, including relevant experience, financial capacity, and staff capabilities;
- 4) Background investigations, reference checks and work samples.

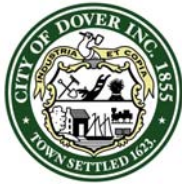
Selection of a consultant shall be on a non-discriminatory basis without regard to race, color, national origin, sex, age, or handicap.

If any additional information is required or if there are any questions, please call Christopher Parker, Director of Planning and Community Development at (603)516-6008 or Ann M. Legere, Purchasing Agent, at (603) 516-6030. Information related to Willand Pond, the elevated water levels and the impairment of the water may be found at www.ci.dover.nh.us/projects/willand.

Submitted by:		FOB Information:	
Address:			
		Availability:	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ **(X) NO BID**

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be so stipulated by the bidder.



CITY OF DOVER

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BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at www.ci.dover.nh.us, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.