

## **REQUEST FOR QUALIFICATIONS**

The City of Rochester, New Hampshire, is seeking requests for qualifications from engineering consulting firms for General Engineering Services with emphasis on highway and traffic engineering; water supply treatment and distribution; wastewater and storm water collection and treatment; and dam management. The replies must be addressed as follows

RFQ General Engineering Services

**10-30**

City of Rochester, New Hampshire

31 Wakefield Street

Rochester, NH 03867

Attn: Purchasing Agent

All RFQ's must be received no later than March 25, 2010 at 2:45 PM. Bids will be opened publicly at 3:00 PM. No late bids, telephone, faxed, or emailed bids will be accepted. The RFQ specifications, appendices and proposal forms may be obtained by visiting [www.rochesternh.net](http://www.rochesternh.net), by emailing [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net), or by contacting the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester, NH 03867, (603) 335-7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. All bid proposals must be made on the bid proposal forms supplied, and the bid proposal forms must be fully completed when submitted.



## ***City of Rochester, New Hampshire***

**RFQ No. 10-30**

### **REQUEST FOR QUALIFICATIONS FOR GENERAL ENGINEERING SERVICES FOR GENERAL INFRASTRUCTURE CAPITAL IMPROVEMENTS**

#### **I. Introduction**

The Rochester, New Hampshire Department of Public Works (herein referred to as Rochester DPW) is soliciting Statements of Qualifications and Requests for Proposals for General Engineering Services in support of assisting the City of Rochester meet its capital improvement goals during the next three years (FY 2011, 2012, and 2013). Work may be needed in the areas of Highway, Streets, Dams and Drainage, Water and Wastewater infrastructure. Such work may include, but not be limited to:

- Evaluation and Analysis
- Feasibility Studies
- Design
- Construction Administration and Inspection
- Bid and Contract Document Preparation, Contractor Selection, and Oversight

#### **II. Background**

The City of Rochester, in developing its capital improvement program for this three-year period is considering several million dollars worth of improvements to its water, sewer, and highway systems. A portion of this total is for follow-up work to projects that were initiated in the current or previous fiscal years and may not be covered under this scope of services.

The City of Rochester is the fourth largest city and fifth largest population (estimated population 30,600) center in New Hampshire. Rochester DPW maintains over 160 miles of streets and highways, 120 miles of water piping (6 inches and larger), and approximately 80 miles of sewer lines. The water system supplies approximately 2.25 million gallons per day and the wastewater treatment plant treats approximately 3.2 million gallons per day. The City is a mixture of dense, highly concentrated development, suburban and rural environments.

#### **III. Scope Of Services**

It is envisioned that the City will engage the services of one engineering firm that has particular emphases in two of the four following general disciplines:

- A. Highways, Streets, and Roads including stormwater drainage conveyance and management from the street. In addition, the selected engineer must

have the ability and the experience in traffic engineering and management. The City of Rochester has a broad range of streets and highways that it manages, including:

- Old neighborhood streets in densely developed urban settings with narrow rights-of-way, closed drainage systems, curbs and gutters. Many of these streets are over 100 years old.
- Other streets received their origin as country "cowpaths" linking one farm to another. These streets were graded and paved as the pace of development increased during the past fifty years. These streets and roads tend to be narrow, two-lane roads with open or hybrid drainage systems and are carrying increasing traffic loads. These frequently serve as the City's class V collector roads.
- Residential streets serving suburban style subdivisions. These streets tend to be 24-26 feet wide of pavement in 50-foot rights-of way and have been primarily developed during the past 35 years.

The City of Rochester has been one of the fastest growing communities in Northern New England even though the pace of growth in the City has slowed in the past two years over levels witnessed earlier in the decade. This increased population has added demand for greater services and infrastructure.

The New Hampshire Department of Transportation is in the process of investing over \$100 million in the widening of Route 16 through Rochester. These improvements may spur investment from private sources in future years as the economy recovers, for which the City will need to accommodate. This may result in the City overseeing the expenditure of additional funds to manage this potential growth.

The City completed several reconstruction projects designed to improve the landscape and to rehabilitate and/or maintain aging infrastructure during the past several years. The City also aggressively pursued and was successful in obtaining funding for several projects through the American Reinvestment and Recovery Act (ARRA), which then provided capital to the City to fund other projects. More has to be done to maintain what was completed and move forward with other streets and infrastructure. This City is also aggressive in obtaining funding from other federal and state sources, when available, in order to maintain its aging infrastructure.

The selected highway engineer must be knowledgeable of and have experience with NHDOT's Municipally Managed Highway Program, the Federal Highway Administration's / NHDOT's Congestion Mitigation and Air Quality (CMAQ) and Transportation Enhancement (TE) programs. The City actively pursues and uses these resources to fund and construct many of its projects. The engineering firm must also have experience and a record of success in identifying, applying for, receiving and managing the expenditure of federal and state grant opportunities for other clients.

- B. Water Supply Development, Treatment, and Distribution including the ability to develop and implement water supply treatment process changes in response to a changeable regulatory environment. The engineering firm must demonstrate a track record of comprehending the Safe Drinking Water Act and its associated regulations, both on the federal and state level (State of New Hampshire) and of assisting public water suppliers with their implementation.

The engineering firm must have experience in the design and management of water distribution systems, including system modeling. The engineering firm must have staff experienced with the practice and implementation of standards developed by the American Water Works Association (AWWA). It is desired (but not required) that the engineering firm have a person on staff, who is or has been certified by the State of New Hampshire or by another state which has reciprocity with New Hampshire, as a grade III water treatment plant operator and/or a grade II water distribution operator.

The engineering firm must have experience with designing, permitting, and overseeing the design and installation of water distribution systems and the development of plans and specifications that ensure that the City engages in contracts with construction firms and other water industry suppliers that would best serve the interests of the City and its residents.

The engineering firm must also have a track record of identifying and developing new sources of water for municipal water supplies and securing the required permits to harvest and use the water in such a manner. The firm must also have experience in preserving and maximizing the yield from existing drinking water supplies in the wake of ever expanding and tightening regulatory environments.

The City uses a myriad of funding sources for significant capital improvement projects; however, the most prominent source is the State of New Hampshire's Drinking Water State Revolving Loan Fund (DWSRF). The Engineer must demonstrate experience with the program including preparing and submitting applications for funding, as well as managing a funded project to comply with the rules established for projects using DWSRF funds.

Stormwater and wastewater collection and treatment including the ability to ensure that the City's stormwater and wastewater collection systems continue to function as designed, that sewage is conveyed to the wastewater treatment plant without encumbrances or dilution factors and that the best management practices are employed to treat any stormwater before it is discharged to receiving waters. The City's NPDES current discharge permit, which expired in 2005, is due to be reissued. It is expected that the new permit will have Collection System Maintenance, Operations, and Management (CMOM) requirements for which the City will have to implement. The City is currently engaged in an active Inflow and Infiltration Elimination Program aimed at removing sources of stormwater and groundwater migration separated from the sanitary sewer system. Beginning in 1999, the

City has identified several areas in which clean water intrudes into the sanitary sewer. Each area is being corrected on an approximately three-year cycle. Implementation of an I/I elimination program for the Gonic area of Rochester was completed in 2004 and the East Rochester village area in 2008. The next area targeted for I/I evaluation and elimination is the neighborhood bounded by Franklin Street, Western Avenue, Winter Street, and Prospect Streets, however, this has been deferred for a couple of years due to the current economic climate.

Rochester is considered a Municipal Separate Stormwater Sewer System (MS4) community and as such must comply with EPA's Storm water II regulations. The City filed a Notice of Intent and a Stormwater Implementation Plan with the EPA for coverage under the Stormwater General permit that was issued in 2003. Some of the provisions described in the plan include: completion of mapping the entire storm sewer system, location and mapping of all stormwater outfalls in the water bodies described in the Notice of Intent and implementing a program to detect and eliminate illicit connections to the storm sewer system.

The City was generally successful in completing its implementation plan with the outside assistance. This implementation is ongoing, however, additional work will be required when the EPA issues the new Stormwater General Permit later this year. It is expected that additional assistance will be needed to implement the new general permit when it is issued.

The City of Rochester currently owns and operates 27 sewer pump stations with the expectation of acquiring three more in the next two years. Many of the pump stations are aging and will need to be substantially overhauled or replaced in the next decade. The City has embarked on a program to replace an average of one sewer pump station per year over the next ten years. The City will rely on the services of the engineer to evaluate, design, and implement the replacement of these stations, as they are needed.

The City uses a myriad of funding sources for significant capital improvement projects; however the most prominent is the State of New Hampshire's Clean Water State Revolving Loan Fund (CWSRF) and the State Aid Grants (SAG), when available. The firm must demonstrate experience with these programs including preparing and submitting applications for funding and managing a funded project to comply with the rules established for projects using CWSRF funds.

The City recently completed (May 2009) a Qualifications Based Selection process for the engineering firm currently providing services to the City for issues related to the Wastewater Treatment Plant, therefore, qualifications relating to wastewater treatment issues will not be a focus of this qualification review.

- D. Design and Construction of Dams of all hazard classes in New Hampshire. The City of Rochester owns and maintains five dams of varying hazard classes. Since the flood events of 2006 and 2007, NHDES has been more

aggressive in enforcing the regulatory requirements of dam owners. It is becoming clear that the City needs to have available an engineering firm with knowledge and experience in helping clients navigate New Hampshire's regulatory landscape concerning dams.

Frequently, the City will engage in projects that require services that demonstrate competency across two or all three areas, such as in a street reconstruction project. In such instances, the City will issue a request for quotation and scope of work and solicit a competitive bid from each of the selected consulting firms for engineering services for a particular project. For other projects that require a particular expertise that one firm possesses over the others selected; the City will negotiate a scope of work and a price to perform the services.

The City requires and will consider only firms who have demonstrated experience and qualifications in two or more of the four disciplines below:

- A. Highway including roadway/highway design and construction, traffic engineering [traffic analysis and mitigation (signalization, signage, and markings)].
- B. Water Supply Engineering including distribution analysis and modeling; design, construction, maintenance, and management of drinking water distribution networks including pump stations. Water treatment including treatment design, construction, maintenance, and management, including process control.
- C. Wastewater and stormwater collection engineering including design, construction, and management of wastewater and stormwater collection networks; collection system modeling and pump station design and implementation. Management of stormwater regulatory programs.
- D. Dam Engineering including design of new dams, overhauling of existing dams, and dam inspection. The ability to identify dam deficiencies and their causes, and to recommend cost effective solutions to extend the life of a deficient dam. Experience in conducting hydraulic and hydrologic evaluations, dam breach analyses and preparing emergency response plans, and hazard identification plans.

#### **IV. Representative Projects**

To aid the City evaluate the qualifications of firms responding to this request for qualifications, the City desires a brief summary proposal on how to design and implement the following projects:

- Salmon Falls Road Reconstruction Planning
- System Wide Water Audit
- Replacement of four small submersible pump stations (Autumn Street, Sawyer Avenue, Kirsten Drive, Weeping Willow Drive).

## **Salmon Falls Road Reconstruction Project –**

### **BACKGROUND:**

The City of Rochester has a need to reconstruct Salmon Falls Road in Rochester, New Hampshire. Salmon Falls Road is a rural collector road that is the principal north - south thoroughfare in the eastern portion of the City. At 5.7 miles in length, it is the longest single highway owned and maintained entirely by the City of Rochester. The specific terminus points for this project begin at the intersection of Salmon Falls Road and NH State Route 125 (known locally as Milton Road) and extend to the Rochester/Somersworth City Line, which is 480 feet south of the intersection of Salmon Falls Road and Haven Hill Road.

Currently, the road surface is in such poor condition that motorists frequently travel using the unsafe practice of straddling the centerline of the road to minimize jarring and risk of suspension damage to their vehicles. Salmon Falls Road has been the scene of 186 motor vehicle accidents since 2005. There have been three separate fatal accidents on this section of Salmon Falls Road since 2003. A segment of Salmon Falls Road had been designated by the New Hampshire Department of Transportation as being eligible for assistance from the Highway Safety Improvement Program (HSIP).

Salmon Falls Road starts in a suburban area of the City, passes through an urbanized area of the City, and then the landscape transcends to a rural area. The road throughout its entire length is still constructed as a rural road with largely open drainage and a lack of pedestrian access except for an approximately 2,300 foot section that has a substandard and crumbling sidewalk on one side of the road. The existing pavement section has a width of approximately 24 feet throughout the project limits. There are no shoulders. Currently there are approximately 7000 vehicles per day that use this road.

Salmon Falls Road is not only important to the residents of the City of Rochester as a collector road, but to the residents of neighboring communities such as Farmington and Milton, New Hampshire to the north and Berwick, South Berwick, North Berwick, Kittery, Maine and Portsmouth, New Hampshire to the south as this road provides a commuter link to important commercial and industrial employers in this area. Rochester, Farmington, and Milton have encountered noticeable population growth in the past ten years adding a total of 4,170 residents to the area or an increase of 10.9 percent. This increase has been demonstrated by increased traffic on Salmon Falls Road.

This project, as envisioned, will widen Salmon Falls Road so there is at least a four foot wide shoulder as well as maintaining at least an 11-12 foot travel way in each direction except at intersections where necessary turning lanes may need to be constructed as warranted. The City desires that bicycle lanes be accommodated in each direction. This project will also improve the drainage on the street within the right of way as well as rebuild the base and subbase of the road so that it can better withstand the truck traffic that it now carries.

In the more urbanized area of Salmon Falls Road within the City, the road will be upgraded to include curbing, sidewalks on at least one side of the road, and a closed drainage system. This will most likely occur between Autumn Street and Stonewall Drive; however, the extent of this will be refined after a detailed engineering analysis is

completed. Additionally, this funding will evaluate and implement where necessary, improvements to the signalized intersection of Salmon Falls Road and Highland Street (also known as US Route 202/NH Route 11) and evaluate and implement as necessary, whether signalization is necessary for the intersection of Salmon Falls Road and Portland Street.

While this work is being constructed, the City will also evaluate areas on Salmon Falls Road where there are gaps in the sewer collection system and water distribution system and upgrade them so there is better efficiency in both systems. This work will be funded by the appropriate New Hampshire State Revolving Loan fund; however it would be more cost effective to do this work in concert with upgrading and reconstructing Salmon Falls Road.

As the preliminary work is completed, it will likely be necessary to acquire more rights-of way to accomplish the needed widenings, particularly at intersections. The extent of the right of way acquisition cannot be determined until after an engineering survey and study is performed.

In August 2009, the City reclaimed and paved an approximately 1.75 mile section of Salmon Falls Road between Stonewall Drive and Whitehall Road because its open drainage in this section of road had been reestablished by a local developer as a condition of approval for an adjacent subdivision.

The City Council has appropriated funds to conduct a detailed analysis of the Salmon Falls Road Corridor including a right of way survey and to begin a design to bring this vital corridor to standards to match its use and anticipated growth patterns in the event that the City is successful in obtaining the federal funding for which it had applied. .

## SCOPE

The City desires to have as part of your submittal of qualifications package, a summary of your approach to meeting the outcome desired below.

A survey of the right of way over the entire 5.7 mile corridor to determine the limits of the right of way and what acquisitions might be needed to accommodate the rehabilitation of this road.

A profile of the subsurface/road box area to determine if the extent of roadway base and sub base rehabilitation will be necessary to maximize the lifecycle of the pavement going forward.

Identify the condition of the existing sewer and water infrastructure and note deficiencies. Locate gaps in both systems and determine whether it is appropriate to bridge the gaps in the water distribution system and wastewater collection system in the corridor given the current and future land use profiles in the corridor.

This road transcends rural, suburban, and urban landscapes. Identify logical breaks where it makes sense to transition the road from a rural road to an urban road and create a base plan that shows these breaks. Urbanized sections of roadway shall have vertical granite curbing, fully closed drainage, and sidewalks.



Evaluate the signalized intersection of Salmon Falls Road and Highland Street (Route 202) for adequacy and safety. This intersection has been the scene of several injury accidents over the past two decades. Since this intersection is the responsibility of NHDOT, coordination with them will be required. Evaluate the intersection of Salmon Falls Road and Portland Street for current and future level of service performance in its current four-way stop configuration. Is it adequate? Under what circumstances will it need to become signalized?

If requests for federal funding are not forthcoming then the City will have to phase the construction of this road reconstruction over a number of years. The engineer will be expected as part of the evaluation to design and recommend a phasing plan so that the cost can be spread out over several years.

### **Water System Water Audit -**

#### **BACKGROUND:**

The City has expended several million dollars over the last decade to diversify its water supply sources and to plan for its future water supply needs. This has involved working with NHDES closely to obtain funding, permits, and meet regulatory requirements. One of these requirements was to develop and implement a water conservation plan. An element of the plan as required by NHDES is to perform a comprehensive water audit in accordance with the standards established by the American Water Works Association (AWWA). The City last performed a water audit in 1999. Since then the population of the City has increased by approximately 2000 residents, while its water consumption has remained relatively stable.

#### **SCOPE:**

- A. While the approach to the water audit is described in AWWA Manual of Practice M36, the City would like the prospective consultant to briefly describe the firm's process employed to conduct an audit.
- B. Describe the firm's experience in conducting audits according to this protocol and what the findings were. Please list when and where the audit was performed and the size of the water system in terms of water-consumed daily, miles of distribution main, and number of connections.
- C. Describe what if any corrective action you recommended and/or performed in response to the audit's findings.

## Evaluation and Replacement of Sewer Pump Stations

### BACKGROUND:

The City has identified a replacement priority for several of its aging pump stations. The City has long standardized on Gorman-Rupp pumps, preferring suction lift pumps where flows and head conditions permit their use. The City has also standardized on installing the pump in a fixed structure rather than the fiberglass enclosure that Gorman-Rupp has featured in the past. This permits the pump controls and motors to be in a more climate controlled environment and permits shelter for the employees who are required to maintain them on a regular basis.

Many of the City's older pumps are now in the fiberglass housing and it is our desire to eliminate them as they are replaced. The City also has four aging submersible pump stations (Autumn Street, Kirsten Lane, Weeping Willow Drive, and Sawyer Avenue), which it desires to replace. For these four pump stations, the City intends to standardize on the Gorman-Rupp submersible pump system similar to what was installed at Sterling Drive. Other pump stations slated for replacement/rehabilitation evaluation during the next four years are River Street and Farmington Road.

### SCOPE:

- A. Provide a detailed summary of experience in the evaluation, design, and installation experience of wastewater pump stations during the past five years. Provide the name and location pump station, the owner of the pump station, the manufacturer of the pump station and why it was selected. Details of the pump station including power supply, size of the pumps and motors, contractors used, and total cost including design and construction.
- B. Provide the duration of the design effort and the construction effort (date of construction contract award and date of substantial completion).
- C. Summarize any special considerations implemented in the design or construction of the pump station such as energy conservation measures, green design or materials used in the building housing the pump controls.

It is envisioned that the City will have a relationship with the primary selected consultants for at least three years and possibly up to five years to finish out projects that were started during the FY 2011-2013 period.

The City will specify when the work will begin, and once the City has issued an authorization to proceed, time will be of the essence and the consultant will be expected to adhere to a mutually agreed upon schedule in order to complete the scope of the project within the agreed upon schedule. **The consultant will be expected "to drive the City" to meet the agreed upon schedule, not the other way around.**

The City of Rochester's Public Works Department and Engineering Division are leanly staffed and are expected to accomplish a multitude of tasks. Therefore, once a project is authorized, the consultant is expected to work independently, providing the City with regular progress updates so that critical decisions can be made.

## **V. Insurance**

The firm shall include evidence of insurance including but not limited to general liability, property and casualty, errors and omissions, and worker's compensation insurance. This evidence shall be shown on a certificate of insurance issued by the firm's insurance carrier(s).

## **VI. Default and Termination of Contract**

- 1) Cause - Any of the following reasons, but not limited to, may be cause for termination of the contract or agreement entered into between the City and Consultant.
  - a) Fails to begin work under Contract within the time specified in the notice to proceed.
  - b) Fails to perform the work in such a manner as to assume prompt completion of said work.
  - c) Performs the work unsuitably or neglects or refuses to redo the work.
  - d) Discontinues the execution of work.
  - e) Fails to resume work, which has been discontinued, within a reasonable time after notice to do so.
  - f) Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency.
  - g) Makes an assignment for the benefit of creditors.
  - h) For any other causes whatsoever, fails to carry on the work in an acceptable manner, the City of Rochester will give notice in writing to the Consultant for such delay, neglect and default.
  - i) If the Consultant does not proceed in accordance with the notice, then the City of Rochester will have the full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Consultant. The City of Rochester may enter into an agreement for the completion of said Contract according to the terms and conditions thereof, or use such other methods as in the City's opinion will be required for the completion of said Contract in an acceptable manner.
  - j) All extra costs and charges incurred by the City of Rochester as a result of such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Consultant. If such expenses exceed the sum which would have been payable under the Contract, then the Consultant shall be liable and shall pay to the City of Rochester the amount of such excess.

## **VII. Proposal Evaluation**

This will be a quality based proposal evaluation process. The evaluation team will evaluate all submittals focusing the following criteria in order of precedence:

- Experience with municipal general engineering services in the area of highway and traffic engineering; water treatment and distribution engineering; and wastewater and stormwater collection and treatment.

- Familiarity and experience with the NHDOT municipally managed highway project process, and the CMAQ and Transportation Enhancement Process; and the NHDES drinking water and water pollution control SRF programs.
- Staff and corporate knowledge and experience with traffic and highway engineering; water treatment and distribution; wastewater and stormwater collection and treatment; and environmental permitting including wetlands, site specific, and site remediation experience. (If a subcontractor or subconsultant performs environmental permitting for wetlands and site remediation, please provide the name of the firm and their qualifications.)
- Experience with the design and maintenance of dams and helping clients comply with the laws and regulations of the NHDES Dam Bureau.
- An analysis of the quality of the evaluation, approach, and presentation of the representative project(s) described in Section IV.
- Staff and corporate knowledge and experience with construction management and construction oversight.

Based on the information contained in the RFQ submittal, the City of Rochester will select from five "finalists" and interview key members of each firm to assess the quality of the qualifications presented above as well as to assess the ability of the City to develop and maintain a working relationship with the principal contacts on the project.

Following the interviews, the City of Rochester will select a consultant with an expertise in one or more of the four principal disciplines to complete the scope of work based on the following criteria. The City intends to select not less than two consultants:

<ul style="list-style-type: none"> <li>• Traffic and Highway Experience</li> <li>• Water Treatment and Distribution Experience</li> <li>• Wastewater and Stormwater Collection and Treatment Experience</li> <li>• Dams</li> </ul>	25 percent
<ul style="list-style-type: none"> <li>• Familiarity and Experience with NHDOT the NHDES Aid, Loan, and Grant programs and Municipally Managed projects (including environmental and historical issues)</li> </ul>	15 percent
<ul style="list-style-type: none"> <li>• Experience and qualifications of key staff components</li> </ul>	15 percent
<ul style="list-style-type: none"> <li>• Interview Results</li> </ul>	15 Percent
<ul style="list-style-type: none"> <li>• Quality of the response and presentation of the representative project(s)</li> </ul>	10 percent
<ul style="list-style-type: none"> <li>• Ability to meet schedule</li> </ul>	10 percent
<ul style="list-style-type: none"> <li>• Construction Management Experience</li> </ul>	10 percent

The City requires that the firm maintain an office within 1.5 hours travel time of the City of Rochester, or be willing to establish one that meets this requirement before September 2010.

#### **VIII. Award of Contract**

- A. If a contract is to be awarded, the award will be made to the qualified bidders whose bid complies with all the requirements prescribed in the bid specifications page(s) and bid evaluation section of this document, and at the sole discretion of the City, demonstrates that selection of said bidder is in the best interest of the City, as soon as practical after the bid opening. The successful bidder will be notified at the address listed that the bid has been accepted and contract negotiations shall follow.
- B. The qualifications review committee will rank firms or consultants based upon bid evaluations. The City will negotiate final compensation with the highest ranked firms or consultants. If an agreement cannot be reached, the City will then negotiate with the next highest ranked firms or consultants.
- C. The final scope of services agreed upon may not be identical to the scope of work set forth in the "Scope of Work" sections in the invitation.

#### **IX. Submission Information**

- A. Qualifications must be received by the Business Office City of Rochester, 31 Wakefield Street, Rochester, NH 03867 not later than 2:45 PM, Thursday March 25, 2010.

- B. Questions and requests for clarification must be in writing and received by the Purchasing Agent, City of Rochester, 31 Wakefield Street, Rochester, NH 03867 via e-mail at [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net) by 12 Noon, **Friday March 12, 2010**. All requests for clarification will be responded to via e-mailed by 6 PM, Tuesday March 16, 2010, to each consultant who has obtained a copy of the RFP and has provided an e-mail address to the purchasing agent.
- C. Submittal Packages should be either GBC bound with spines not to exceed ½ inch or placed in a three ring binder with rings not to exceed ¾-inch in diameter. Four copies of the Statement of Qualifications shall be submitted by placing them in a suitably sized envelope or shipping box and labeled with the words **"City of Rochester, New Hampshire Engineering Services Statement of Qualifications; RFQ No. 10-30"**. So that reviewing officials are clear on which type of project types your firm wishes to be considered for, please complete the form on the next page and attach it inside the front cover of your submission.

**X. Obtaining Bid Results**

- A. Bid results for the Statement of Qualifications are typically posted 48 hours after opening on the City website at [www.rochesternh.net](http://www.rochesternh.net) or will be available by request via email at [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net). Since this is a subjective review of qualifications of the firm who desires to be considered for further review and interview, only the names of firms who submitted qualification packages and the areas of expertise for which they desire to be considered will be posted.
- B. Firms will be notified as to whether or not they will be interviewed. The City desires to interview firms starting in late April and have firms selected by the time FY-11 begins on July 1, 2010.

**CITY OF ROCHESTER, NEW HAMPSHIRE**

**STATEMENT OF QUALIFICATIONS FORM  
RFQ No. 10-30**

**REQUEST FOR QUALIFICATIONS FOR  
GENERAL ENGINEERING SERVICES FOR  
GENERAL INFRASTRUCTURE CAPITAL IMPROVEMENTS  
CITY OF ROCHESTER, NH**

*(To be filled out completely and attached to qualifications packet)*

**LEGAL BUSINESS NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PRINT NAME AND TITLE:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Are you proposing to use other companies or firms in this project as a partnership? If yes, please list them below with contact names.

\_\_\_\_\_

\_\_\_\_\_

We hereby certify that this firm has expertise in and wish to be considered for work in the following engineering disciplines (must select at least two):

☐

**Highway, Streets, And Traffic**

☐

**Water Supply And Distribution**

☐

**Wastewater And Stormwater Collection Systems,  
Including Sewer Pump Stations**

☐

**Dam Design, Maintenance, And Management**