



REQUEST FOR QUALIFICATIONS

RFQ No. 14-35

FOR

**PROFESSIONAL ENGINEERING SERVICES
FOR INFRASTRUCTURE CAPITAL IMPROVEMENTS**

By

The City of Rochester, New Hampshire

Issued

March 6, 2014

RESPONSES DUE: April 10, 2014, no later than 2:15 PM

To

**Purchasing Agent
City Hall
31 Wakefield Street
Rochester, NH 03867**

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SECTION 1

INTRODUCTION

1.1 Intent

The City of Rochester, New Hampshire, Department of Public Works (hereinafter referred to as "Rochester DPW") is soliciting Statements of Qualifications and Requests for Proposals for Professional Engineering Services in support of the City's capital improvement goals during the next three fiscal years (FY2015, FY2016, and FY2017). Work may be needed in the areas of Highway, Bridge, Stormwater, Water, Wastewater, and Dam 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

It is the intent of Rochester DPW to create a list of qualified consultants that, altogether, will meet the projected needs as described in Section 2. Each responding firm to this Request for Qualifications (RFQ) is required to designate the discipline or disciplines for which they wish to be considered. From the list of qualified consultants, the City may enter into a contractual relationship with any number of consultants. Rochester DPW intends to select not less than two consultants. The contracts that result from this solicitation will be for a period of three (3) years.

1.2 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 third largest city, based on land area, and the fifth most populous city in the State of New Hampshire, with an estimated population of 30,000. Rochester DPW maintains over 160 miles of streets and highways, approximately 120 miles of water distribution piping (6 inches and larger), and approximately 80 miles of sewer lines. The water treatment plant produces approximately 2.0 million gallons per day and the wastewater treatment plant treats approximately 2.7 million gallons per day. The City is a mixture of dense, highly concentrated development, suburban and rural environments.

The City of Rochester has been one of the fastest growing communities in Northern New England, despite the economic downturn in recent years. Rochester appears to be uniquely poised for a significant increase in growth and development in the coming years. The projected increase in population will result in increased demand for services and infrastructure.

1.3 Submission Information

This RFQ requires the submission of a Statement of Qualifications and Price Proposal in the form and in the manner set forth in this solicitation. The submittal shall be delivered in two separate packages. All submissions must be received by the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester, NH 03867 no later than **2:15 PM, Thursday, April 10, 2014**.

The Statement of Qualifications 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. Six (6) hard copies and one (1) electronic copy of the Statement of Qualifications shall be submitted by placing them in a suitably sized envelope or shipping box, which is labeled with the words "**City of Rochester, New Hampshire Professional Engineering Services Statement of Qualifications; RFQ No. 14-35**". Each responding firm is requested to designate the specific discipline(s) for which they wish to be considered by completing the form included in Appendix A and attaching it inside the front cover of your Statement of Qualifications (see Section 2 for a description of disciplines).

The Price Proposal shall be submitted separately on the form included in Appendix B. Responding firms shall submit only one (1) hard copy Price Proposal document. The Price Proposal shall be submitted in a separately sealed envelope, which is labeled with the words "**City of Rochester, New Hampshire Professional Engineering Services Price Proposal; RFQ No. 14-35**". The name and address of the responding firm shall also appear on the exterior of the Price Proposal envelope.

1.4 Questions & Requests for Clarification

Questions and requests for clarification must be in writing and be received by the Purchasing Agent, City of Rochester, 31 Wakefield Street, Rochester, NH 03867 via e-mail at purchasing@rochesternh.net by **4:00 PM, Monday, March 24, 2014**. Responses to all questions and requests for clarification will be in the form of an addendum to this RFQ.

1.5 Obtaining List of Responding Firms

A list of responding firms that have submitted Statements of Qualifications will be made public at the time of opening and are typically posted within forty-eight (48) hours after opening on the City website at www.rochesternh.net or will be available by request via email at purchasing@rochesternh.net. Since the Price Proposal will be submitted separately and opened only after identification of a list of finalists is established, only the names of firms who submitted and the disciplines for which they desire to be considered will be posted.

1.6 Interviews

Interviews may be held with some or all of the responding firms at the discretion of the evaluation team, as described further in Section 4. Firms will be notified as to whether or not they will be interviewed. The proposed schedule for conducting interviews is early April, with the goal of selecting engineering firms and executing contracts with those firms prior to the beginning of FY2015 on July 1, 2014.

SECTION 2

SCOPE OF SERVICES

2.1 General Description of the Scope of Services

Rochester DPW is seeking experienced, multi-disciplinary, full-service, professional consultants to provide on-call engineering services for highway, bridges, stormwater, water, wastewater, and dams. Project work will range in size from small to large-scale, with on-call services that may include, but not be limited to, the following: conducting engineering investigations and evaluations; planning and/or conducting studies; hydraulic modeling of water, wastewater, or stormwater facilities; providing GIS and/or infrastructure asset management services; providing survey services; coordinating with utility companies; providing geotechnical services, including subsurface investigations; preparing cost estimates; securing regulatory permits and grants/funding; conducting technical presentations to City officials, regulators, and/or the public; conducting wetlands delineation; preparing traffic management plans; conducting deed research and preparing easement or land acquisition documentation; designing and preparing bid documents; providing input and recommendations during review of construction bid proposals; providing construction administration/inspection services; providing materials testing services; providing training/start-up services; and performing any other requirements necessary to complete a project as determined by the City of Rochester (hereinafter referred to as "the City").

2.2 Professional Engineering Disciplines

The City requires and will consider only responding consulting engineering firms that have demonstrated expertise qualifications and experience in at least one of the following five general disciplines:

2.2.1 Highway and Bridges including roadway/highway and bridge design and construction; and traffic engineering [traffic analysis and mitigation (signalization, signage, and markings)]. 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.
- Country roads that originally served as "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.

There are 18 municipally owned bridges of various types in the City of Rochester. The responding firm must have experience with bridge design and rehabilitation, evaluating and responding to NHDOT bridge inspection reports, and preparing load ratings.

The selected highway engineering firm must have engineers with NHDOT Local Public Agency (LPA) certification and be knowledgeable of and have experience with NHDOT's federally-funded transportation programs, such as Congestion Mitigation and Air Quality (CMAQ), Transportation Enhancement (TE), and Highway Safety Improvement Program (HSIP). 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.

- 2.2.2 *Stormwater Engineering*, including design, construction, and management of drainage conveyance from impervious areas; stormwater collection networks; collection system modeling; and management of stormwater regulatory programs. The responding firm must demonstrate the ability to ensure that the City's stormwater collection systems continue to function as designed, and that best management practices are employed regarding stormwater, including treatment when necessary prior to being discharged to receiving waters.

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 executing its implementation plan; however, implementation is ongoing. In 2013, the City reviewed and commented on the draft Small MS4 NPDES General Permit. With the expectation that the EPA will issue a new General Permit in the near future, the need for assistance in meeting new permit requirements is anticipated.

The responding engineering firm must also demonstrate staff and corporate knowledge and experience with environmental permitting, including wetlands 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.)

- 2.2.3 *Water Supply Development, Treatment, and Distribution* including surface water and groundwater supply; water treatment design, including process control; water distribution design, including distribution analysis, modeling, pump stations, and storage tanks; and construction. The engineering firm

must have demonstrated experience with 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 identifying and developing new sources of water for public water systems and securing the required permits for the operation of such drinking water sources. The firm must also have experience in preserving and maximizing the yield from existing drinking water supplies in an ever expanding and tightening regulatory environment.

The responding firm must have experience in evaluating water treatment processes and designing modifications/upgrades in response to a changeable regulatory environment. It is desired (but not required) that the engineering firm have a person available on staff, who is 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 a grade III water distribution operator. It is desired that the firm have experience providing operational assistance to public water systems through direct management or technical oversight of treatment plants and distribution systems.

The engineering firm must have experience in the design, permitting, and overseeing the construction of water distribution systems, including storage tanks and pump stations. The firm must have a demonstrated ability to conduct water distribution system modeling for clients. The firm's staff must be experienced with the practice and implementation of standards developed by the American Water Works Association (AWWA). The engineering firm must ensure that the City engages in contracts with construction contractors and other water industry service providers that best serve the interests of the City and its residents.

The City uses a myriad of funding sources for significant water capital improvement projects; however, the most prominent source is the State of New Hampshire's Drinking Water State Revolving Loan Fund (DWSRF). The engineering firm 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.

- 2.2.4 Wastewater Collection Engineering**, including design, construction, and management of wastewater collection networks; collection system modeling; and pump station design. The responding firm must demonstrate the ability to ensure that the City's wastewater collection systems continue to function as designed, and that sewage is conveyed to the wastewater treatment plant without encumbrances. 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, which the City will be required to implement. The City is currently engaged in an active Inflow and Infiltration (I/I) Elimination Program aimed at removing stormwater and groundwater from the sanitary sewer collection system. Beginning in 1999, the City has identified several areas that likely experience high levels of I/I. 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, South Main Street, Columbus Avenue, Portland Street, and Prospect Streets.

The City of Rochester currently owns and operates 28 sewer pump stations, including a headworks facility. Many of these facilities are aging and in need of substantial overhaul or replacement within 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. Rochester DPW will rely on the services of an engineer to evaluate, design, and implement the upgrade/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 related to wastewater treatment will not be a focus of this solicitation.

- 2.2.5 Dam Engineering**, including design of new dams, overhauling of existing dams, and inspection of dams of all New Hampshire hazard classes. The responding firm shall have demonstrated ability to identify dam deficiencies and related causes, to recommend cost effective solutions to extend the life of a deficient dam, to conduct hydraulic and hydrologic evaluations, to conduct dam breach analyses, to perform inundation studies and mapping, and to prepare emergency response plans and hazard identification plans. The City of Rochester owns and maintains five dams classified by the NHDES as low, significant, or high hazard. Since the flood events of 2006 and 2007, NHDES Dam Bureau has been more aggressively enforcing the regulatory requirements of dam owners. It is imperative that the City have available an engineering firm with knowledge of and experience in navigating New Hampshire's regulatory landscape concerning dams.

2.3 Projects Encompassing Multiple Disciplines

Frequently, the City will engage in projects that require competency in more than one discipline, such as in a street reconstruction project. In such instances, the City may solicit proposals from more than one of the selected consulting firms for engineering services for a particular project. Selected firms may be asked to work collaboratively to successfully complete a project.

2.4 Representative Projects

For the purposes of evaluating the qualifications of firms responding to this RFQ, Rochester DPW desires a summary proposal outlining the firm's approach to the following representative projects:

- Strafford Square Roundabout (for Highway discipline)
- Groundwater Development (for Water discipline)
- Colonial Pines Area Sewer Extension (for Wastewater discipline)

Please note that there are no Representative Projects included in this solicitation for those firms responding for the *Stormwater Engineering* and *Dam Engineering* disciplines.

Summary proposals shall be based upon the information provided in this solicitation; no additional information shall be made available to responding firms.

2.4.1 Strafford Square Roundabout

Background

The North Main Street/Walnut Street/Washington Street intersection, generally known as Strafford Square, is a primary gateway from points west into downtown Rochester. This is an intricate, unsignalized, and highly skewed four-legged intersection with an obscure definition of the motorist's right-of-way. This intersection allows for multiple turning movements with various stop and yield conditions that result in uncomfortable and potentially dangerous situations for motorists and pedestrians. There are currently only single approach lanes present on all four of the legs, with the predominant traffic movement being east-west along the North Main Street corridor. The intersection is bounded by several potentially sensitive historic properties, as well as a funeral home and Catholic Church on the north side. Each of the four legs is typified by numerous curb cuts serving a mix of single-family and multi-family residences, some with driveway access to parking facilities in the rear.

Intersection capacity analyses were performed in 2007, resulting in the following Level of Service (LOS) assignments. Left turns from Walnut Street/Washington Street (inbound) to northbound North Main Street (outbound) operate at LOS F during both the AM and PM peak hours. Right turns from Walnut Street/Washington Street (inbound) to eastbound North Main Street (outbound) were projected to deteriorate to LOS F during both the AM and PM peak hours in 2013. Left turns from westbound North Main Street (inbound) to Walnut Street/Washington Street (outbound) were also projected to deteriorate to LOS F during the weekday PM peak hour in 2013 under certain proposed development scenarios. Due to the failing levels of service for the critical movements at this intersection under current, unsignalized conditions, alternatives such as a traditional signalized intersection and a modern roundabout were evaluated. Following public presentation of each of the alternatives, the Rochester City Council recommended moving forward with conceptual design plans for a two-lane modern roundabout.

A proposed 2010 roundabout design did not fully address Rochester DPW's capacity and safety concerns. Consequently, Rochester DPW contracted with Roundabouts & Traffic Engineering (RTE) of Sedona, Arizona in 2013 for the final horizontal roundabout

design for the intersection with respect to the required geometric parameters to accommodate capacity, as well as safety. RTE has recently submitted the final design to the City, which includes location of face of curbs, sidewalks, ramps, etc., as well as striping and crosswalks. The design also includes proposed light pole locations. RTE has also submitted a signing design report including renderings of example signs and sign placements. Additionally, RTE has provided a landscaping report containing supplementary landscaping notes based on the requirements in the design.

The Strafford Square intersection is slated for construction funding in the State's fiscal year 2015 of the NHDOT's ten-year highway plan.

This project, as envisioned, will require above-ground utilities in the area to be relocated underground. There is an existing underground telephone network within the Strafford Square area that will be of concern during the design of the project. This project will also improve the drainage in the area.

Scope

For those firms submitting for the *Highway and Bridges* discipline, the City desires to have, as part of the qualifications package, a summary of approach to meeting the outcome desired as described below.

Survey of the entire area, along with RTE's horizontal roundabout design and accompanying reports, will be provided to the final design engineer for development of biddable engineering design plans and specifications. The design engineering firm will be required to incorporate RTE's design into its full design. Final design of the roundabout, including road grades, pavement markings, the landscaping design, and the signage design, will be coordinated with RTE and the City.

As discussed previously, significant utility relocation is anticipated as part of the design of the roundabout. Utility companies will need to be consulted for design of underground infrastructure. Drainage will be designed in conjunction with the roundabout roadway design. In general, the condition of the existing sewer and water infrastructure will not require improvement in this area, except as it relates to the location of final surface design (e.g. location of fire hydrants) or the design of the drainage or any above-ground utilities to be relocated underground.

Since design and construction funds will be provided by NHDOT, coordination with them will be required. Coordination with abutters will also be required, including driveway access as it relates to the final design, public information meetings, etc.

2.4.2 Groundwater Development

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 closely with NHDES to obtain funds and applicable permits, and to meet regulatory requirements.

On April 4, 2008, NHDES issued Rochester DPW a Large Groundwater Withdrawal Permit for withdrawal from the following wells for community water supply:

- RCH-1C 864,000 gallons over any 24-hour period
- RCH-2A1 864,000 gallons over any 24-hour period

The locations of Production Well RCH-1C and proposed Production Well RCH-2A1 are shown on the figure included in Appendix C.

Currently, the City produces approximately 2.0 MGD from its surface water treatment plant, which is supplemented by the Cocheco Well (Well RCH-1C) treatment plant.

Scope

For those firms submitting for the *Water Supply Development, Treatment, and Distribution* discipline, the City desires to have, as part of the qualifications package, a summary of approach to meeting the outcome desired as described below.

Rochester DPW desires to more fully utilize available groundwater supply by optimizing existing well capacity and initiating further groundwater development, as allowed under the NHDES permit, to meet productions needs of the City.

2.4.3 Colonial Pines Area Sewer Extension

Background

The City has identified the so-called "Colonial Pines" area as a potential candidate for sewer service extension. The area is generally bounded by Old Dover Road and Lowell Street between Meadow Lane and Tingley Street, and includes the Birch Drive neighborhood (see map in Appendix D). Conceptually, the sewer service for this area would be provided in conjunction with a relief pump station for the Old Dover Road Interceptor Siphons, which handle approximately 90% of the City's total sewage flow. There are greater than 200 potential customers within this area, several of whom have inquired with the Rochester DPW regarding sewer service. Extension of sewer service to this area has been considered a positive solution for the environment, given the hundreds of septic systems currently operating in sandy soils in this area.

The Colonial Pines area is currently served by public water, a mix of open and closed drainage, and overhead power and telecommunications lines.

Scope

For those firms submitting for the *Wastewater Collection Engineering* discipline, the City desires to have, as part of the qualifications package, a summary of approach to meeting the outcome desired as described below.

Rochester DPW desires to develop a plan for extending sewer service into the entire Colonial Pines area, including a phasing plan to spread the costs of design and construction out over a few years.

SECTION 3

SUBMITTAL REQUIREMENTS

3.1 Statement of Qualifications

Each firm responding to this RFQ shall submit a detailed Statement of Qualifications (SOQ), which shall include a completed copy of the form provided in Appendix A inside the front cover. In addition to the completed SOQ form, the SOQ must include the following information:

3.1.1 *Responding Firm Information*

- Name of firm and parent company, if any. List of principal officers, members of the Board of Directors, and key stockholders (any individual owning more than 5% of outstanding voting stock shares), if applicable.
- Nature of firm's principal business, including a general description of services provided, emphasizing those required to satisfy the needs of Rochester DPW.
- Address of principal office and, if different, the address(es) of the office(s) from which the work would be managed and performed, including estimated percentage of services to be provided from each office. (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 2014.)
- Date firm was established. Any former corporate entity names. Landmark dates in the growth of the firm.
- Copies of any and all corporate licenses and/or registrations providing proof of the ability to act in a professional capacity in the State of New Hampshire for the City.
- Name and contact information of the firm's officer(s) able to act on behalf of the firm to receive notifications, to reply to the City's inquiries, and to authorize contractual responsibilities and commitments, if different than provided on the SOQ form.
- Descriptions of the firm's cost control measures and quality control procedures.

3.1.2 *Company Experience and Representative Projects*

- Description of firm's experience in the selected engineering discipline, as it relates to the City's needs described in Section 2.2.
- Details of professional engineering services provided by the responding firm for no less than three and no more than five completed projects related to each of the selected disciplines, including a general description of the project highlighting nature and complexity, location, owner reference(s), firm's key personnel, duration of design and construction (including commencement date and contractual and actual completion dates), compensation for design (initial fee and additional services and associated fees), and construction

costs (including initial bid and value of all change orders, with a brief description of any large change orders).

- Summary proposal outlining the firm's approach to the representative projects described in Section 2.4 that relate to the selected discipline(s).

3.1.3 Staff Qualifications and Team

Describe the proposed staffing plan and team organization that the firm intends to utilize to meet the City's needs. Qualifications of key personnel shall be presented in resume form and shall include the following:

- Name, current job title, total years of experience, total years with the firm, current office location, responsibilities and type of work performed, and role/classification that the individual would provide on projects.
- Educational background, academic degrees, relevant certifications, professional affiliations, and key publications, if any.
- Experience on projects related to the selected discipline, including any experience that precedes the employee's current position (include name of employer).

3.1.4 Capacity

- Size of firm's offices anticipated to be utilized in the management and performance of the work, including number of current personnel in each of the classifications listed in Appendix B. Estimated annual revenues of those offices.
- Discussion of firm's capacity to deliver work on schedule, referencing past performance and current workload, including key personnel's availability.
- Municipal references for similar contracted engineering services, who could attest to the firm's availability. The City has a high sensitivity to responsiveness and flexibility of an engineering firm in delivering high quality, on-time and under-budget work.

3.2 Price Proposal

Each firm responding to this RFQ shall submit a Price Proposal on the form provided in Appendix B. Once a short list of firms is selected, this Price Proposal submission shall serve as the basis of final negotiations with those firms. Price Proposals of those firms not selected shall be returned to the responding firm unopened. If a classification price is not included in this submission, but is subsequently needed for a project, that rate will be negotiated along with the scope and overall fee for that project.

SECTION 4

SELECTION PROCESS

4.1 Evaluation and Selection

Rochester DPW will convene a Review Committee, consisting of qualified City employees, to evaluate all responses to this RFQ that meet the submittal requirements of Section 3. Responses will be evaluated based upon the criteria described in Section 2. The Review Committee may hold interviews with some or all of the responding firms. The Review Committee may contact references provided within the submittal.

The following general scoring weights will be applied in the evaluation of the responses:

- | | |
|--|-----|
| • Responding Firm Information | 10% |
| • Company Experience and Representative Projects | 35% |
| • Staff Qualifications and Team | 35% |
| • Capacity | 20% |

Based on the Review Committee's evaluation, a list of qualified consultants will be produced in an order of precedence from highest to lowest score. From this list, the City shall select a short list of consultants with expertise in one or more of the five engineering disciplines that will meet the projected needs of Rochester DPW. The City intends to select not less than two consultants.

4.2 Award of Contract

Upon selection, the City shall negotiate hourly rates, profit, and markup on sub-consultant fees with the selected consultant(s) using the Price Proposal provided separately in response to this RFQ. Upon successful conclusion of negotiations, the City shall enter into contract with the selected consultant for a period of three (3) years. It is possible that the contractual relationship could be extended beyond the three year period, at the City's discretion, to finish out projects that were started during the FY2015-2017 period.

If the City and a selected consultant are unable to negotiate rates that are satisfactory to both parties, the City shall void the selection of that firm and may negotiate with other consultants on the list of qualified consultants.

The City will provide a proposed contract for execution with selected firms. All negotiated rates shall be fixed for the first year of the contract and may be adjusted based upon the Consumer Price Index (CPI) for Boston-Brockton-Nashua (using the Portsmouth formula) annually thereafter on July 1st.

4.3 Project Assignment

Once under contract, individual projects or tasks will be assigned to consultants at the discretion of Rochester DPW. A proposal may be solicited from a single contracted consulting firm or more than one firm. Project proposals will include:

1. A detailed description of the work to be performed;
2. An estimate of the work hours and associated cost by task, broken down by personnel classification, to accomplish the project;
3. Key personnel to be assigned to the project;
4. The not-to-exceed total cost to accomplish the project; and
5. The project commencement and completion dates for the engineering services.

Consultants will be expected to adhere to a mutually agreed upon schedule for commencement and completion of the project or task. Project work will be invoiced based upon hours worked, rather than percent complete. Failure to satisfactorily perform a project or task will result in re-assignment of the project or task to another contracted consultant.

4.4 Insurance

Once a firm has been notified of award, evidence of insurance shall be provided 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). The City of Rochester, New Hampshire shall be listed as an additional insured on all Certificates of Insurance.

4.5 General Terms and Conditions

The City reserves the right to reject any or all submissions, to waive technicalities, or to withdraw and/or cancel this RFQ at any time prior to contract award, if deemed in the City's judgment to be in its best interests. Each responding firm assumes all charges, costs, claims or liability for the preparation and submission of their proposal; and, the City is under no obligation to reimburse responding firms for the aforementioned.

Responding firms certify that all information submitted is true and correct. Any false or misleading information is grounds for disqualification. Other reasons considered as being sufficient for disqualification and rejection of a submittal include:

- More than one proposal from an individual, firm, or corporation under the same or different name;
- Evidence of collusion among firms; or
- Failure to supply complete information, as requested.

The City reserves the right to evaluate additional or new consulting services, negotiate a price for services, and execute an agreement for services beyond the contracts established under this solicitation during the three year period of FY2015-2017, if deemed to be in the best interests of the City.

Each response to this RFQ submitted to the City shall become City property at the due date and time indicated in this RFQ. Any firm shall be permitted to withdraw its proposal unopened after it has been delivered, if such request is received in writing prior to the due date and time indicated in this RFQ. The City agrees, to the extent permitted by applicable laws and regulations, to hold all material information belonging to the responding firm, which it deems to be confidential, in the strictest confidence. Responding firms must specify in writing the precise information or material contained in

its response to this RFQ that it deems to be either a trade secret or other confidential material.

No proposal may be withdrawn, for a period of sixty (60) days subsequent to the opening of the SOQs, without the express written consent of the City.

APPENDIX A

CITY OF ROCHESTER, NEW HAMPSHIRE

**STATEMENT OF QUALIFICATIONS FORM
RFQ No. 14-35**

**REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL ENGINEERING SERVICES
FOR INFRASTRUCTURE CAPITAL IMPROVEMENTS**

(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?

☐ YES ☐ NO

If yes, please list them below with contact names.

We hereby certify that this firm has expertise in and wishes to be considered for work in the following engineering discipline(s):

☐

Highway and Bridges

☐

Stormwater Engineering

☐

Water Supply Development, Treatment, and Distribution

☐

Wastewater Collection Engineering

☐

Dam Engineering

APPENDIX B

CITY OF ROCHESTER, NEW HAMPSHIRE

**PRICE PROPOSAL FORM
RFQ No. 14-35**

Firm Name: _____

Personnel Classification	Fully Loaded Hourly Rate* (less Overhead and Profit)
Principal	\$
Project Manager	\$
Senior Project Engineer	\$
Project Engineer	\$
Staff Engineer	\$
CAD Operator/Drafter	\$
Senior GIS Professional	\$
GIS Analyst	\$
Senior Computer Modeler	\$
Computer Modeler	\$
Engineering Technician/IT Specialist	\$
Cost Estimator	\$
Scheduler	\$
Resident Project Representative	\$
Resident Inspector	\$
Field Technician	\$
Administrative Assistant	\$
Clerical	\$

* - Fully Loaded Hourly Rate shall be an hourly rate that incorporates all expenses, including but not limited to labor wages, fringe benefits, taxes, phone/fax/email/computer charges, mileage, hotels, airfares, parking, tolls, car rentals, normal copying, delivery charges, postage and the like. Only special items will be considered a direct expense to be invoiced and reimbursed separately; examples might include: software purchased for the City, lab testing, printing of plans and specifications, specialty equipment rental, etc.

CITY OF ROCHESTER, NEW HAMPSHIRE

PRICE PROPOSAL FORM (Page 2)
RFQ No. 14-35

Responding Firm's audited* Overhead Rate: _____

* - Source of audit (identify the federal or state agency that conducted the audit):

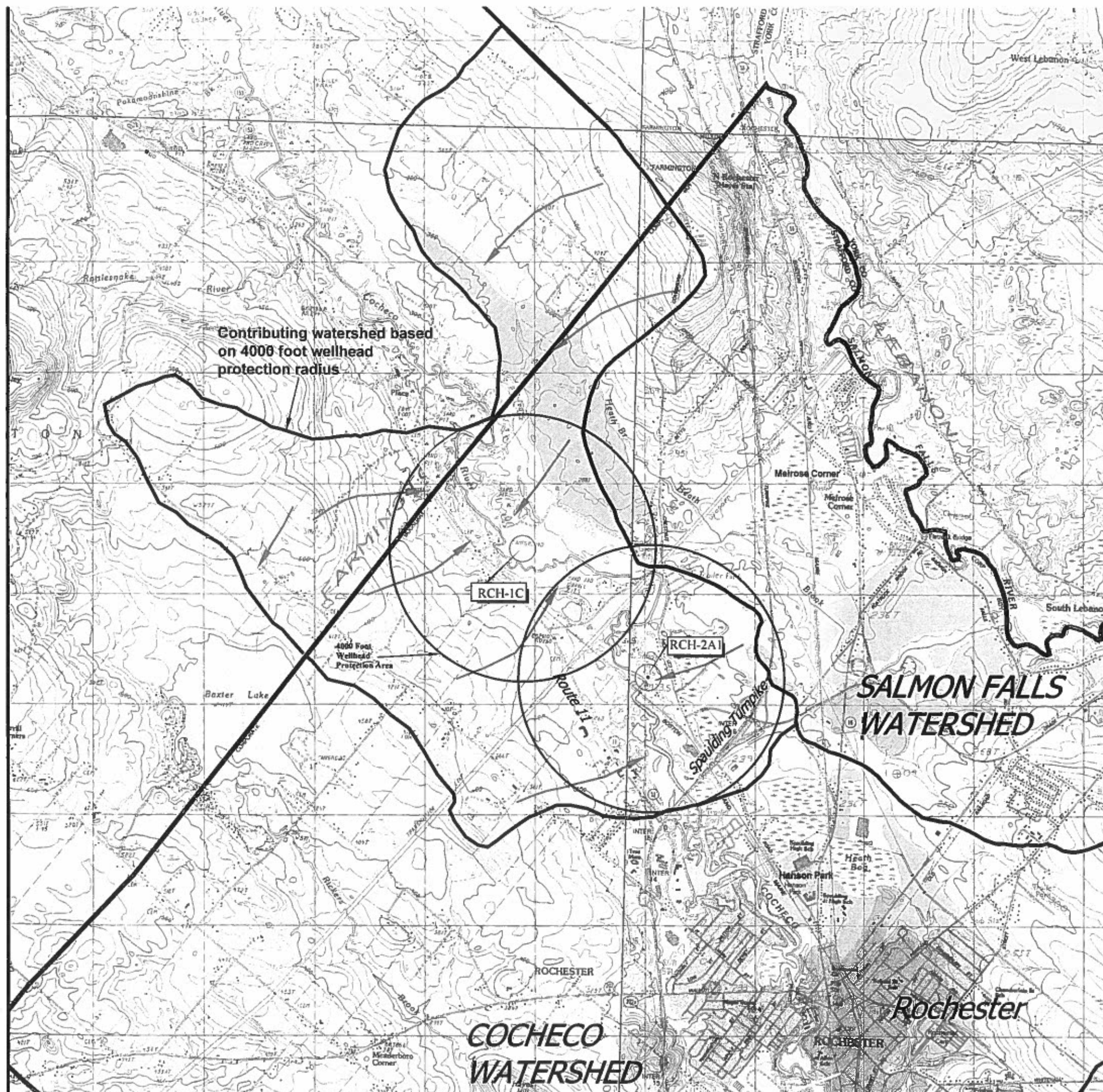
Proposed Fee** (Profit) as a percentage: _____

Proposed Markup** on sub-consultant fees as a percentage: _____

** - Subject to final negotiation with the City of Rochester.

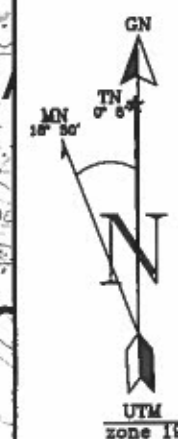
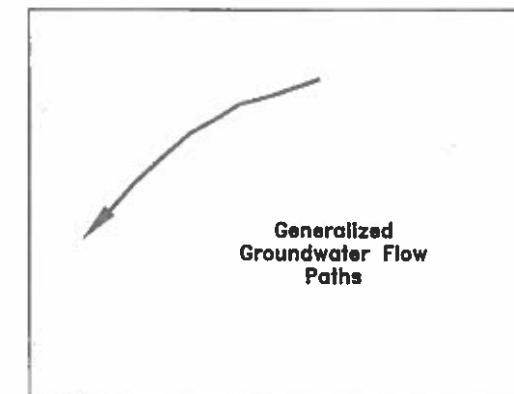
APPENDIX C

FIGURE 2 - Estimated Contributing Watershed for the Proposed RCH-1C and RCH-2A1 Production Wells



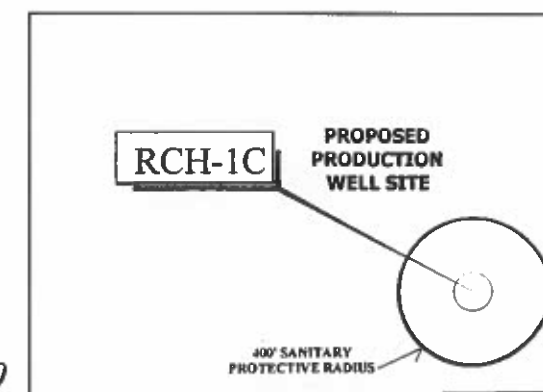
MAP UNITS OF STRATIFIED-DRIFT AQUIFER
(after Koteff, 1991; Goldsmith, 1993)

	Alluvium Sand, silt, and minor gravel in flood plains along present-day rivers and streams.
	Undifferentiated sand and gravel Sand, gravel, silt, and clay well stratified to poorly stratified.
	Shallow Bedrock
	Presumpscot Formation - Marine clay to fine sand
	Till - No Hatch Color



Contour Interval = 10'
Polyconic Projection.
1927 North American Datum.
Base map information from USGS
topographic quadrangle maps of
Farmington, Milton, Baxter Lake,
Rochester, New Hampshire.

Scale is 1" = 3000' 1:36000



APPENDIX D

Proposed Colonial Pines Sewer Area



- City-Owned Property

- Proposed Limits of Sewered Area

- Sewer Infrastructure