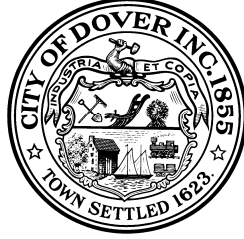


DANIEL R. LYNCH  
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Purchasing Agent  
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Dover, New Hampshire 03820-4169

(603) 516-6030  
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[www.dover.nh.gov](http://www.dover.nh.gov)

## *City of Dover, New Hampshire* OFFICE OF THE FINANCE DIRECTOR

July 9, 2010

### **REQUEST FOR PROPOSAL #B11001** **Wastewater Facilities Planning**

You are cordially invited to submit a Statement of Qualifications for Professional Engineering Services in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal. This is a qualifications-based selection, and accordingly no fees, fee estimates or costs to complete the work shall be submitted as part of the Statement of Qualifications.

***Eight (8) copies of the Qualifications Statement must be submitted in a sealed envelope, plainly marked:***

**RFP #B11001 - Wastewater Facilities Planning  
Purchasing/Finance Office  
City of Dover  
288 Central Ave 2<sup>nd</sup>. Floor  
Dover NH 03820**

All proposals/bids must be received by **August 23, 2010 at 2:00 p.m. EST**

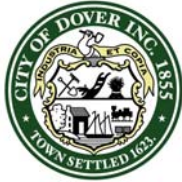
**A mandatory Site Visit will be held on August 10, at 10:00 am at 484 Middle Rd Dover NH.**

AML:kjn  
Attachments

***\*IMPORTANT:*** In order to be notified of any future bids associated with your service, please visit our new web page, [www.dover.nh.gov](http://www.dover.nh.gov) proceed to the Finance/Purchasing/Bids page and add your company to our vendor database.. ***Contracted Services Code 15***

*Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) business 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 BID, PROPOSAL, QUOTATION

Request Type: Qualifications      Number: **B11001**  
Title: **Wastewater Facilities Planning**  
Date: July 9, 2010

### I. INTRODUCTION

The City of Dover, New Hampshire is soliciting Statements of Qualifications (SOQ) in support of assisting the City of Dover evaluate its wastewater treatment facility and plan for another 20+ years of successful operations while meeting its anticipated requirements from its next discharge permit from the U.S. Environmental Protection Agency (USEPA) under the National Pollutant Discharge Elimination System (NPDES). The City's current permit is scheduled to expire on October 2, 2011.

The City of Dover owns and operates a wastewater treatment facility located at 484 Middle Road. The facility was constructed in 1991 and is a plug flow style activated sludge plant designed to achieve typical secondary treatment standards and designed for an average flow of 4.7 MGD. Current flows average 2.7 MGD. The facility also has primary sedimentation and UV disinfection. Solids handling facilities consist of primary and secondary sludge storage, gravity belt thickening and belt filter press dewatering, and on-site aerated static pile composting. Within the last 8 years, the aeration blowers, UV system and outfall diffuser have been upgraded. In addition, the City intends to replace its belt filter presses with screw presses and replace its aeration blowers with new turbo style blowers in the near future. Due to age, the City desires to have a comprehensive plant evaluation completed. The evaluation shall include unit processes; all associated pumping and related ancillary equipment, as well as, plant buildings and building systems. Due to regulatory concerns over Great Bay, the City also anticipates receiving stringent new standards for nutrients in its next permit and anticipates the need to upgrade the current facilities.

It is anticipated that the selected firm will enter into a long-term relationship with the City to assist in upgrading necessary components of facilities and achieving compliance with future requirements. General information and specifications are as follows.

### II. GENERAL REQUIREMENTS

Vendors making proposals must respond in writing to all requirements of this Request for Qualifications (RFQ). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFQ shall be the sole responsibility of the vendor submitting the proposal. The City of Dover reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project



CITY OF DOVER

## REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type	Qualifications	Number:	<b>B11001</b>
Title	<b>Wastewater Facilities Planning</b>		
Date	July 9, 2010		

specified. The City reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The City reserves the right to waive defects and informalities of the proposals.

Any questions should be directed to either Mr. Raymond A. Vermette, Jr., Facility Supervisor at (603) 516-6476 [r.vermette@dover.nh.gov](mailto:r.vermette@dover.nh.gov) or Ann Legere, Purchasing Agent, at [a.legere@dover.nh.gov](mailto:a.legere@dover.nh.gov).

The following information will be made available at pre-proposal meeting: Copy of existing NPDES permit; copy of 2009 monthly operating reports; and available nutrient data. Copies of existing WWTF plans, specifications and O&M manuals will also be available for viewing at the WWTF. Other information needs may be available upon request.

### III PROJECT REQUIREMENTS

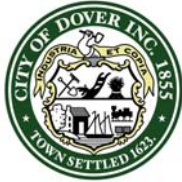
The City envisions hiring a consultant to develop a long-term wastewater facilities plan based in part on a comprehensive plant evaluation and assessment of future effluent discharge standards and long-term solids handling and disposal needs. In addition, the consultant shall advise the City and assist with regulatory negotiations. The consultant shall complete the project within 12 months of the anticipated September 2010 notice to proceed.

**The firm must be on NHDES' list of prequalified engineering firms.**

### IV SUBMITTAL REQUIREMENTS

The SOQ shall be structured as follows:

- Section 1 - Brief introduction to the firm and location of office where work will be performed.
- Section 2 - Key staff that will be assigned to the project and their proximity to the City. Please also list any subconsultants needed and/or planned to be used as part of the execution of the work, and list other projects in which you have successfully teamed.
- Section 3 - Relevant Experience including a list of treatment plant upgrade projects completed by your firm; a list of all treatment plants designed by your firm that achieve a total nitrogen limit of less than 8 mg/l; a list of plants your firm has designed to achieve a total nitrogen permit limit of less than 5 mg/l, and a minimum of three case studies of recent nitrogen removal treatment plant upgrade projects that are currently operating. In addition, include a list of all treatment plants designed by your firm that achieve a total phosphorus limit of less than 1 mg/l; a list of plants your



CITY OF DOVER

# REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type: Qualifications      Number: **B11001**  
 Title: **Wastewater Facilities Planning**  
 Date: July 9, 2010

firm has designed to achieve a total phosphorus permit limit of less than 0.2 mg/l, and a minimum of three case studies of recent phosphorus removal treatment plant upgrade projects that are currently operating. Please also specifically highlight your firm's nutrient experience in northern climates.

- Section 4 - Approach and schedule to accomplish the work.
- Section 5 - Up to six of your most applicable references.
- Section 6 - Brief summary of why your firm is well suited for this assignment.

### Insurance

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$2,000,000.00, types of liability coverage and workers compensation participation. Thirty day notice is required for cancellation of policy and City of Dover shall be listed as additional insured. The City has the option to request increase in coverage requirements depending upon an analysis of the risk of activities of the vendor

### VII SELECTION

Vendor selection shall be based on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, project approach, ability to comply with proposed or required time of completion or performance, and possession of a satisfactory record of performance. No fees, fee estimates or costs to complete the work shall be submitted as part of the request for qualifications,

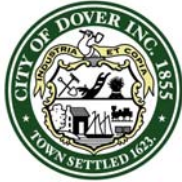
The SOQs will be reviewed by the City and the firm judged to be best for the City will be selected. The selection process will include interviews of up to 4 firms. Interviews are tentatively scheduled for the week of August 23<sup>rd</sup>.

### CONTACT INFORMATION: SIGNATURE REQUIRED:

Official Entity Name		FOB Information:	
Address:			
City, State, Zip		Availability:	
Email address:		State of Incorporation	
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

## REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type: Qualifications Number: **B11001**  
Title: **Wastewater Facilities Planning**  
Date: July 9, 2010

### **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.dover.nh.gov](http://www.dover.nh.gov), or by sending a written request for the bid analysis along with a self-addressed stamped envelope.**