

RFQ&E 23 - 12

CITY OF CONCORD, NEW HAMPSHIRE

PURCHASING DIVISION

**REQUEST FOR  
QUALIFICATIONS AND EXPERIENCE STATEMENT**

**STRUCTUAL ENGINEERING SERVICES**

**STRUCTUAL CONCRETE EVALUATION AND DESIGN SERVICES  
PENACOOK WASTEWATER TREATMENT FACILITY**

**GENERAL SERVICES DEPARTMENT  
WASTEWATER TREATMENT DIVISION**

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Douglas Ross  
Purchasing Manager

Statement Due Date/Time: February 21, 2012  
No Later Than 2:00 PM



**City of Concord, New Hampshire  
PURCHASING DIVISION  
COMBINED OPERATIONS & MAINTENANCE FACILITY  
311 NORTH STATE STREET  
CONCORD, NH 03301  
(603) 230-3664 FAX: (603) 230-3656**

**REQUEST FOR QUALIFICATIONS & EXPERIENCE**

The City of Concord, New Hampshire wishes to engage the services of a professional engineering firm lawfully engaged in the practice of structural engineering in the State of New Hampshire.

Qualifications and experience statements must be received by the Purchasing Division located at the Combined Operations & Maintenance Facility, 311 North State Street, Concord, NH 03301 no later than 2:00 PM on February 21, 2012 from interested firms, to be eligible for consideration by the City. One original and (4) identical copies will be provided and each shall be clearly marked:

**RFQ&E 23-12, STRUCTURAL CONCRETE EVALUATION AND DESIGN SERVICES  
PENACOOK WASTEWATER TREATMENT FACILITY  
Qualifications & Experience Statement**

**Site visits must be coordinated by contacting either:**

Michael Hanscom, Wastewater Treatment Plant Superintendent:

- Phone: 603-230-3856
- Email: [mhanscom@concordnh.gov](mailto:mhanscom@concordnh.gov)

Dan Driscoll, Wastewater Operations Supervisor:

- Phone: 603-230-3856
- Email: [ddriscoll@concordnh.gov](mailto:ddriscoll@concordnh.gov)

Requests for Qualifications & Experience may be issued only by the Purchasing Manager, or his designee, to authorized firms, and are not transferable unless authorized by the Purchasing Manager, or his designee.

Copies of RFQ&E 23-12 are available from the Purchasing Division, City of Concord, Combined Operations & Maintenance Facility, 311 North State Street, Concord, NH 03301 (603-225-8530) or on-line at [www.onconcord.com/purchasing](http://www.onconcord.com/purchasing).

**All statements received will be considered confidential and not available for public review until after a consultant has been selected.**

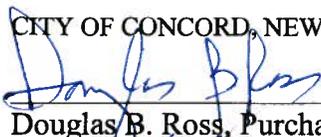
The City reserves the right to reject any or all statements, or any part thereof, to waive any formality, informality, information and/or errors in the statements, to accept the statements considered to be in the best interest of the City, or to purchase the required services on the open market if it is considered in the best interest of the City to do so.

**Failure to submit all information as detailed on the RFQ&E Submission Checklist shall be sufficient reason to declare a statement as non-responsive and subject to disqualification.**

All RFQ&Es are advertised, at the City's discretion, in various publications and are posted publicly (City website & City Hall Lobby) as detailed below:

Name	Advertising Medium	Address	Phone/Fax	Email and Web Address
City of Concord, NH	Posted on City Website and in City Hall Lobby	41 Green Street, Concord NH 033301	603.225.8530 603.230.3656(fax)	<a href="mailto:purchasing@onconcord.com">purchasing@onconcord.com</a> <a href="http://www.onconcord.com/purchasing">www.onconcord.com/purchasing</a>
Associated General Contractors	Bid House	48 Grandview Drive, Bow NH 03304	603.225.2701 603.226.3859(fax)	<a href="mailto:plansroom@agcnh.org">plansroom@agcnh.org</a> <a href="http://nh.agc.org">http://nh.agc.org</a>
Construction Summary of NH	Bid House	734 Chestnut St, Manchester NH 03104	603.627.8856 603.627.4524(fax)	<a href="mailto:info@constructionsummary.com">info@constructionsummary.com</a> <a href="http://www.constructionsummry.com">www.constructionsummry.com</a>
Bid Ocean	Bid House	PO Box 40445, Grand Junction, CO 81501	866.347.9657 877.356.9704(fax)	<a href="mailto:bids@bidocean.com">bids@bidocean.com</a> <a href="http://www.bidocean.com">www.bidocean.com</a>
McGraw Hill Construction	Bid House	880 Second Street, Manchester NH 03102	603.645.6554 603.645.6714(fax)	<a href="mailto:Priscilla_littlefield@mcgraw-hill.com">Priscilla_littlefield@mcgraw-hill.com</a> <a href="http://www.construction.com">www.construction.com</a>
New England Construction News - CDC News	Bid House	100 Radnor Rd S-102, State College, PA 16801	1.800.652.0008 1.888.285.3393(fax)	<a href="mailto:plans@cdcnews.com">plans@cdcnews.com</a> <a href="http://www.cdcnews.com">www.cdcnews.com</a>

CITY OF CONCORD, NEW HAMPSHIRE

  
Douglas B. Ross, Purchasing Manager

Date: 1/19/12

**STATEMENT DUE DATE/TIME: FEBRUARY 21 NOT LATER THAN 2:00 PM**

**QUALIFICATIONS AND EXPERIENCE STATEMENT  
STRUCTURAL ENGINEERING SERVICES  
STRUCTURAL CONCRETE EVALUATION AND DESIGN  
PENACOOK WASTEWATER TREATMENT FACILITY**

**INSTRUCTIONS TO PROPOSERS**

1. GENERAL:

The City of Concord, New Hampshire (hereafter referred to as the City), is seeking the services of a professional engineering firm (hereafter referred to as the Engineer) lawfully engaged in the practice of structural engineering services in the State of New Hampshire. Interested firms should respond to this request on or before the time due for submission.

Following the receipt of the qualification and experience statements, a review committee shall evaluate the statements and select no more than five (5) and no less than three (3) firms from whom formal proposals will be sought. Included in the Request for Proposals (RFP) documents will be a detailed scope of services as well as the selection criteria, including relative importance, used in the evaluation of the proposals.

Trade secrets or proprietary information submitted by a proposer, offeror, or Engineer in connection with a procurement transaction shall not be subject to public disclosure under the New Hampshire Freedom of Information Act; however, the proposer, offeror, or Engineer must invoke the protection of this section prior to or upon submission of the information or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. Disposition of material after award(s) is/are made should be stated by the bidder, offeror or Engineer.

Emphasis in selecting an engineering firm shall be placed on the firm's expertise and experience in projects similar to that which the City anticipates undertaking. **It is the City's intent to utilize the services of the firm selected in the evaluation/design phase to also provide necessary services during construction of the improvements.**

2. STATEMENT SUBMISSION:

In order to be considered responsive, statements must be submitted in one (1) original and four (4) identical copies to Purchasing Division, City of Concord, Combined Operations & Maintenance Facility, 311 North State Street, Concord, New Hampshire, 03301, Telephone (603) 230-3664.

Statements must be received no later than 2:00 PM on February 21, 2012 to be eligible for consideration by the City. Each statement shall be submitted in a sealed envelope which is clearly marked:

**RFQE 23 - 12,  
STRUCTURAL CONCRETE EVALUATION AND DESIGN SERVICES  
PENACOOK WASTEWATER TREATMENT FACILITY  
Qualifications & Experience Statement.**

3. **GUIDELINES FOR PROSPECTIVE ENGINEERS:**

It is the policy of the City that contracts be awarded only to responsible offerers. In order to qualify as responsible, a prospective Engineer must meet the following standards as they relate to this request:

- a. Have the adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- b. Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
- c. Be able to comply with the proposed or required time of completion or performance schedule;
- d. Have a demonstrated satisfactory record of performance; and
- e. Adhere to the specifications of and provide all documentation required of this RFQ&E.

4. **TIMETABLE:**

Responses will be reviewed within thirty (15) days of the advertised opening date and a selection made of no more than five (5) and no less than three (3) firms from which to receive formal proposals. It is anticipated that a contract will be signed with an engineering firm by April 13, 2012.

5. **LIMITATIONS:**

This Request for Qualifications and Experience Statement (RFQ&E) does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

The City reserves the right to accept or reject any or all RFQ&E Statements received as a result of this request, or to cancel in part or in its entirety this RFQ&E, if it is in the best interest of the City to do so.

6. REVISIONS TO THE REQUEST FOR QUALIFICATIONS:

Any questions or inquiries must be submitted in writing and must be received by the Purchasing Division no later than seven (7) calendar days before the February 21, 2012 date and time in order to be considered. Any changes to the RFQ&E will be provided to all offerers of record in the form of addenda.

7. TECHNICAL EVALUATION:

In the evaluation of the statements the City, at its discretion, may obtain technical support from outside sources. The offerers will agree to fully cooperate with the personnel of any such organization.

8. STATEMENT PREPARATION:

In order to facilitate evaluation of the qualifications and experience statement, the Engineer is instructed to follow the outline below in responding. Statements that do not follow the outline, or do not contain the required information may be considered as unresponsive statements. Additional and more detailed information may be annexed to the main body of the reply.

A. Company Background Material

Information concerning the background, experience, and reputation of the Engineer which is felt to be pertinent.

B. Ability to Perform

The Engineer will demonstrate understanding and familiarity with projects of this type. Firms shall list all projects of comparable type which they have prepared or supervised within the last five (5) years. **A recommended scope of services and general project approach shall be included in this section.**

C. Staff Project Manager - Contact Person

The Engineer will identify the staff project manager and individuals who will be assigned to work with the city, along with a copy of each of their resumes.

D. Backup Capability

The Engineer will include the resumes of individuals who would be assigned to the project in the event of an unexpected problem in manpower assignment.

E. Engineer's Experience

The Engineer shall provide a list of previous and current contracts, if any, awarded by a private sector or government agency to the engineer which are considered identical or similar in scope of services discussed herein. The Engineer should submit said list, and include the following:

1. contract duration, including dates;
2. services performed;
3. name, address and telephone number of contracting agency which may be contacted for verification of all information submitted.

F. Signature

Name, title, address, and telephone number of the individual(s) with authority to contractually bind the company, and also who may be contacted during the period of statement evaluation for the purpose of clarifying submitted information.

9. PROJECT BACKGROUND:

The Penacook WWTF came online in 1974 and was originally designed to treat high-strength industrial wastewater from a local tannery as well as municipal wastewaters from the Penacook village section of Concord and the Town of Boscawen. In 1979 a major operation of the tannery was discontinued and plant influent flows decreased to an average of about 1 MGD. In September 1987 final tannery operations shut down, further lowering the average daily wastewater flow to the Penacook WWTF to about 0.6 MGD.

Camp, Dresser, & McKee, Inc. conducted an evaluation of operational alternatives in 1987 and recommended design and construction of a new pumping station and force main to convey flows from Penacook and Boscawen to the Hall St. WWTF. Although design plans and specifications were developed, the project was never constructed due to unresolved permitting issues with the necessary railroad easement, as well as concerns for project cost and allocation of costs between Boscawen and Concord.

In 2001 Woodard and Curran, Inc. of Portland, Maine completed an additional evaluation of the Penacook facility in order to identify alternative treatment options for the facility. Based on their evaluation Woodard and Curran recommended converting the plant to a sequencing batch reactor (SBR) system. The City, with the assistance of Woodard and Curran, Inc., completed the upgrade and began operation of the new SBR's in March 2005.

During the SBR plant upgrade project much of the infrastructure from the plant constructed in 1974 was utilized including influent channels, former aeration tanks, former secondary clarification tanks, and the chlorine contact tanks. In 2010, the City contracted with the H.L. Turner Group, Inc. of Concord, NH to conduct a limited structural evaluation at the former aeration basins. H.L Turner identified several areas in need of repair, mainly related to the aeration platform bridges. Since that time, plant personnel have identified additional areas of concrete deterioration in need of evaluation. It is the City's wish to now

conduct an additional evaluation of existing concrete structures, review of the H.L. Turner report initial findings, and prepare construction plans and specifications for necessary repair of structural deficiencies identified.

Overall project goals are as follows:

- Evaluate structural integrity of process and storage related concrete structures.
- In coordination with City staff, develop a scope of work, construction cost estimate, and anticipated construction schedule for repair of identified structural concrete issues.
- Prepare bid documents including engineering specifications and drawing for construction/repair services.
- Prepare cost estimate and associated level of effort required for construction administration phase of the project.

**Site visits must be coordinated by contacting either:**

Michael Hanscom, Wastewater Treatment Plant Superintendent:

- Phone: 603-230-3856
- Email: [mhanscom@concordnh.gov](mailto:mhanscom@concordnh.gov)

Dan Driscoll, Wastewater Operations Supervisor:

- Phone: 603-230-3856
- Email: [ddriscoll@concordnh.gov](mailto:ddriscoll@concordnh.gov)

## STATEMENT SUBMISSION CHECKLIST

The following is a list of items, which must be submitted, in **one (1) original and four (4) identical copies** as statement documents, by each CONSULTANT:

1. Proposal Statement (See Instructions to Proposers, Paragraph 8, Statement Preparation, Pages 5 & 6)

**ATTACHMENT A**  
**QUALIFICATIONS STATEMENT EVALUATION**

FIRM: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT: RFQ&E 23-12, Penacook WWTF Structural Concrete Evaluation & Design

DEPARTMENT/DIVISION: General Services/Wastewater

EVALUATOR SIGNATURE: \_\_\_\_\_

RATING CATEGORY	WEIGHT	RATING	SCORE
Firm's background & experience in similar projects	3	0	0
Team member's background & experience in similar projects	3	0	0
Project understanding	5	0	0
Proposed project approach & scope of services	5	0	0
Backup capabilities	1	0	0
Project manager's experience	3	0	0
Total:			0

Rating Scale: Unacceptable 0, Average 3, Excellent 5

NOTES/REFERENCE CHECKS: