



TOWN OF RYE SEWER COMMISSION

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REQUEST FOR QUALIFICATIONS FOR ENGINEERING CONSULTING SERVICES WASTEWATER ASSET MANAGEMENT PROGRAM

I. INVITATION

The Town of Rye Sewer Commission is seeking a qualified Contractor to establish a wastewater asset management program. Qualifications Statements shall be submitted by qualified firms that are capable and demonstrable background in the aspects of work described in the Scope of Services of this RFQ. Firms submitting Qualifications Statements must be licensed to practice engineering in the State of New Hampshire.

Any questions regarding this RFQ may be addressed to Lee Arthur, Sewer Director, sewer@town.rye.nh.us with “RFQ Question – Wastewater Asset Management” in the subject line. All questions shall be received by 4:30 p.m. on Thursday, January 26, 2023 and their corresponding responses will be issued as an addendum to this RFQ on the Town of Rye’s website. Prospective consultants shall be solely responsible for obtaining all questions and answers related to this RFQ.

Qualification Statements must be received no later than 4:30 p.m. on Thursday, February 2, 2023. Two (2) hard copies and one (1) electronic copy PDF on a USB flash drive of the submittal must be provided in a sealed mailing envelope with the consultants name and “Statement of Qualifications for Engineering Consulting Services Wastewater Asset Management Program” marked on the outside, addressed to the Town of Rye Sewer Commission, P.O. Box 544, Rye Beach, NH 03871 or hand delivered to the Sewer Commission Office, 830 Central Road, 2nd Floor, Rye Beach, NH 03871.

The Town of Rye Sewer Commission reserves the right to reject any or all submissions for any reason. The Town of Rye Sewer Commission also reserves the right to waive any formalities in the request for qualifications process. In evaluating the submissions, the Town of Rye Sewer Commission may consider both monetary and non-monetary considerations as the Town of Rye Sewer Commission deems fit within its sole discretion.

II. FUNDING

The Town of Rye Sewer Commission applied to the New Hampshire Department of Environmental Services (NHDES) for funding from the Clean Water State Revolving Fund to develop a wastewater asset management program. The Sewer Commission’s Pre-application has been approved by the NHDES and it is anticipated that the Sewer Commission will receive funding in the form of a grant for \$30,000.

III. BACKGROUND

This asset management program will address the vertical and horizontal assets of the Town of Rye Sewer Collection System. CCTV Inspections have been carried out on a majority (37,689 feet) of the collection system, its mapping is in GIS and includes contract drawings, house ties, and a manhole numbering system, the sewer system is monitored by Mission-Managed SCADA, a capacity evaluation of each pump station was conducted in 2019 and an engineer assessment and energy evaluation in 2022. The assets are generally described below.

The Rye collection system has 554 parcels connected, was constructed in the late 1980's and early 1990's and consists of 6.9 miles of gravity sewer, 3.5 miles of force main and three pump stations. The collection system is operated by the Town of Rye Sewer Commission. Pump station maintenance is contracted out to the Town of Hampton as the Town of Rye Wastewater Collection System discharges to the Town of Hampton sewer system and is treated at Hampton's Wastewater Treatment Plant (WWTP).

The Abeniqui Pump Station at 759 Central Road was built in 1987 and services the Abeniqui Country Club and other residential properties. The station's force main is 420 linear feet (LF) of four-inch polyvinyl chloride (PVC) pipe, which discharges to the gravity sewer on Sea Road. The design flow is 110 gallons per minute (GPM). It is a duplex submersible pump station with a concrete wet well five feet in diameter and 15 feet deep. The station was designed to operate in a constant speed lead/lag configuration. The pumps are operated with a combination of a pressure transducer and high float switch (back-up). Pump starts are approximated at ten starts per pump per day, or approximately four hours between starts on each of the duplex pumps, the average runtime is less than three minutes per start. This changes seasonally as the station services the Abeniqui Country Club (golf course). The concrete valve pit is five feet in diameter and houses four-inch ductile iron (DI) pipe with swing check valves and plug valves and a base tee connecting the two discharge lines. The station's control panel, Onan generator and transfer switch are currently stored in a small wooden shed. The control panel uses relays. There are two propane tanks located at the outside the building for the generator. The power supply to the station is single-phase. The station is equipped with a Mission Communication System for monitoring (alarms, runtime data, pump starts, etc.).

The Jenness Beach Pump Station at 118 Old Beach Road was built in 1987 and services residence bordered by Central Road and Route 1A, north of Eel Pond. The station's force main is 2,900 LF of eight-inch PVC pipe, that extends south along Route 1A and discharges to the gravity sewer near the intersection of Route 1A and Sea Road. The design flow is 450 GPM. It is a Gorman-Rupp duplex suction lift station with a with a concrete wet well eight feet in diameter and 15 feet deep. The station was designed to operate in a constant speed lead/lag configuration. The pumps are operated with a combination of a pressure transducer and high float switch (back-up). Pump starts are approximately 70 starts per day, or approximately 40 minutes between starts on each of the duplex pumps, the average runtime is less than three minutes per start. The station is equipped with four-inch ductile iron suction lines, four-inch swing check valves and a

three-way four-inch plug valve. The wooden station is approximately 18 by 17 feet, on a concrete slab and houses two ten horsepower constant speed suction lift sewage pumps, electrical panels, pump controls, diesel Kohler generator, wet well exhaust fan, wall mounted unit heater, and dehumidifier. The power supply to the station is three-phase. The station is equipped with a Mission Communication System for monitoring (alarms, runtime data, pump starts, etc.).

The Church Road Pump Station at 19 Church Road was built in 1990 and services the entire Rye sewer system. Wastewater pumped from the Jenness Beach and Abeniqui Pump Stations flows to the Church Road Pump Station. The Church Road force main is approximately 12,600 LF consisting of approximately 11,400 LF of eight-inch PVC pipe, 600 LF of eight-inch epoxy lined ductile iron pipe, and 600 LF of eight-inch mechanical joint ductile iron. The force main discharges to the Town of Hampton's sewer collection system near the intersection of Huckleberry Lane and Ocean Boulevard. The design flow is 500 GPM. The wet well exhaust is discharged through a biofilter system onsite. It is a Gorman-Rupp duplex suction lift station with a concrete wet well eight feet in diameter and 17 feet deep. The pumps operate in a lead/lag configuration on a VFD. The pumps are operated with a combination of a pressure transducer and high float switch (back-up). Pump starts are approximately 70 starts per day, or approximately forty minutes between starts on each of the duplex pumps. The pump station is equipped with six-inch ductile iron suction lines, six-inch swing check valves and six-inch three way plug valve. The CMU Block building with wooden framed roof is approximately 20 by 20 feet, on a concrete slab and houses two 30 horsepower suction lift pumps, electrical panels, pump controls, propane Generac generator, wet well exhaust fan, wall mounted unit heater and dehumidifier. The power supply to the station is three phase and fed by a transformer located on site. There is a buried propane tank adjacent to the station. The station is equipped with a Mission Communication System for monitoring (alarms, runtime data, pump starts, etc.).

IV. SCOPE OF SERVICES

The Town of Rye Sewer Commission is seeking a qualified engineering consultant to assist in the development of a Wastewater Asset Management Program.

1. Assist with finalizing an application to NHDES for funding to develop a Wastewater Asset Management Program including the work scope.
2. After award of funding from NHDES:
 - a) Purchase asset management software and equipment
 - b) Create an asset inventory
 - c) Integrate vertical and horizontal collection system data into a software platform
 - d) Develop a Level of Service Plan
 - e) Prioritize assets based on a condition assessment and criticality
 - f) Develop life cycle cost analysis
 - g) Create a funding strategy for asset maintenance and replacement
 - h) Develop an Asset Management Program Implementation Plan with staff training
 - i) Assist with the Develop of Asset Management Communication Plan

All aspects shall be conducted in accordance with NHDES requirements including their ARPA Asset Management Grant Guidance Document (November 2021) and their Asset Management Handbook & Toolkit (November 2021).

The proposed draft projected timeline is as follows:

Milestones:	Date:
Select engineer	February 2023
Develop engineer contract	February 2023
Submit application for funding to NHDES	March 2023
Kick of Meeting	June 2023
Develop Asset Management Program (Including items outlined above)	June 2023 – June 2024
Implementation and Staff Training	July 2024 – December 2024
Finalize all aspects of the Asset Management Program	December 2024
Project Completion	January 2025

V. QUALIFICATIONS STATEMENT

Prospective consultants shall submit a Qualifications Statement in response to the RFQ. The Qualifications Statement shall be limited to 10 pages and shall include page covers, tabs and dividers. The cover letter and resumes are not included within the page count.

1. Cover Letter

Signed by a representative of the consultant firm authorized to enter into contracts and commit the staff and corporate resources to complete the scope of work as expeditiously as possible.

2. Firm Profile

Provide a general outline of the firm, including brief history of practice/service, place(s) of business of the firm, and the office from which the services of this RFQ will be provided. If the firm is proposing the use of subconsultants to perform any aspect of the defined base services, similar information on each additional firm shall be included.

3. Project Team

Provide a description of the project team proposed to provide the services identified in this RFQ. Identify the Project Team Manager and other key personnel who would be charged with providing services to the Town. The Project Team Manager must be a registered professional engineer in the State of New Hampshire. Provide individual resumes of no more than two pages each describing the background and experience of each key employee. If the firm is proposing the use of subconsultants to perform any aspect of the defined services, resumes for subconsultants should be included as well.

4. Firm’s Related Experience

Provide a description of the experience of the firm and project team, including specific examples of similar wastewater asset management work. Provide other

pertinent information that may clearly and effectively identify the prospective consultant as a qualified firm.

5. Project Schedule

Provide a detailed schedule of the project and the firm's capacity for maintaining the schedule.

6. References

Provide three (3) references for similar projects completed within the last five (5) years. For each project reference identified include the following: the clients name, address, year project completed, final contract value, the name of the project contact, their email and phone number so they can be contacted for a reference.

7. Firm Performance

Provide a statement describing the procedures your firm purposes to implement and follow to ensure quality end products and successful project.

VI. CONSULTANT SELECTION

The selection process will be a Qualification Based Selection (QBS). It is the Town of Rye Sewer Commission's intent to select a consultant based on the merits of the firm's Qualifications Statement. The Town of Rye Sewer Commission may request and consider additional information in its sole discretion as deemed useful. Qualification packages will be scored and ranked by a Selection Committee. Firms will be evaluated on the following criteria:

- Responsiveness to RFQ submission requirements (5 points)
- Qualifications of firm and project team members (25 points)
- Previous related work, with particular preference given toward similar wastewater asset management project types. (40 points)
- Understanding of required project work and approach (30 points)

The Town will meet with the selected firm to negotiate hourly fees, engineering services, terms, and conditions of the contract and applicable insurance coverage. If the Town is unable to reach an agreement with the firm, the Town will entertain entering into negotiations from the second rated firm and so on, until an agreement is reached. The Town of Rye Sewer Commission reserves the right to discontinue the selection process at any time prior to awarding the contract.

Town of Rye, NH
Legal Notice
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ENGINEERING CONSULTING SERVICES
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The Request for Qualifications and Scope of Services is available from the Sewer Commission Office, 830 Central Road, 2nd Floor, Rye Beach, NH and on the Town of Rye, NH Website www.town.rye.nh.us under “Legal Notices”.

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