REQUEST FOR PROPOSALS
FOR
WASTEWATER FLOW METERING SERVICES

I. INTRODUCTION

The New Hampshire Department of Environmental Services Winnipesaukee River Basin Program (DES-WRBP) and the WRBP Advisory Board (collectively identified as "the WRBP" in this Request for Proposals) are soliciting proposals from qualified firms to provide wastewater flow metering services. The selected firm will provide flow metering and monitoring, maintenance of each installed meter, data collection, reporting, analysis and interpretation. The selected firm shall demonstrate the ability to manage and maintain a large scale flow metering project at multiple locations across a broad geographical area. The selected firm shall commit to fully understanding the site constraints and hydraulic conditions at each meter site to ensure the deployment of the right equipment for the intended application to achieve the level of accuracy, reliability and repeatability for the purposes outlined in this Request for Proposals (RFP). The selected firm shall commit to operating and maintaining the equipment over a long-term contract period. The selected firm shall provide the necessary supervisory and management staff to work directly with WRBP staff to ensure the WRBP Flow Metering Program is meeting the objectives of the WRBP.

The contract term shall be for an initial 3 year period with annual performance reviews. If performance is not to the satisfaction of the WRBP or if funding is no longer available, the contract may be terminated at any time at the sole discretion of the WRBP. After the first 3 year period, the WRBP may choose to extend the contract for an additional 2 years if performance is deem acceptable by the WRBP and funding is available. Such an extension will require the execution and approval of a contract amendment. Respondents shall provide a proposal for the full 5-year term. The total cost for the scope of work for the 5 year term plus an annual contingency for any additional required work shall be the contract price limitation.

The WRBP has scheduled an information session and site visits concerning this RFP for June 10, 2014 at 9:00AM at the Franklin Wastewater Treatment Facility. Questions concerning this information session or more generally on this RFP should be directed to Sharon McMillin at (sharon.mcmillin@des.nh.gov) or by contacting her at (603) 934-4032 between 8am and 3pm Monday through Friday. Responses to questions received before the information session shall be presented at the information session and shall be incorporated into a subsequent addendum. Written Requests for Information (RFIs) shall be required subsequent to the information session, and WRBP responses to questions posed at the information session and via RFIs will be included as addenda to the bid which will be posted on the State's Purchase and Property website. **RFIs may be submitted up to 3:00 PM on June 20, 2014** (ten days prior to the bid opening). Any addenda shall be issued at least five days prior to bid opening. It is the responsibility of prospective bidders to obtain any addenda from the State's website and confirm that they have received all addenda to this bid prior to their submitting a proposal. **The deadline for submission of proposals is 3:00 PM on June 30, 2014**.

II. BACKGROUND

System Description

The major components of the state-owned DES-WRBP system include 14 wastewater pumping stations, 55 miles of large diameter interceptor sewers, a maintenance compound in Laconia, and the wastewater treatment facility located in Franklin, NH that currently treats an average of 5.5 million gallons per day of wastewater. The DES-WRBP operates these facilities on behalf of the ten (10) members served by the system – Bay District (sewered portions of Moultonborough and Center Harbor), Meredith, Gilford, Laconia, Sanbornton, Belmont, Tilton, Northfield, Franklin, and the Lakes Region Facility. Additional information on the WRBP system and its operation can be found at http://des.nh.gov/organization/divisions/water/wrbb/index.htm.

Project Objectives

The intent is to procure flow metering services for a portion of the WRBP collection system. The WRBP currently monitors flow at a number of locations for operational and future flow-based cost recovery calculations. Existing flow metering currently performed by the WRBP will remain the responsibility of the WRBP and are not included in the scope of work for this contract. The selected flow metering firm will be retained for new sites to be incorporated into the WRBP's Flow Metering Program. This program is a vital component in the WRBP's efforts to update flow-based cost recovery for WRBP operations, target the removal of inflow/infiltration, and assist with capital project planning and wastewater flow management. The primary objectives to the WRBP Flow Metering Program are:

1. Monitor flows for cost recovery of WRBP operations as part of a new cost allocation structure to be implemented by the WRBP. Flow data will be used by the WRBP to bill the 10 member communities for their portion of WRBP operational costs.
2. Monitor collection system performance and identify sewer basins with excessive inflow and infiltration. The data will be used by the WRBP staff in managing and maintaining its wastewater collection system infrastructure.

III. SCOPE OF SERVICES/FIRM RESPONSIBILITIES

Flow Meter Locations:

The flow metering firm will provide meters, telemetry and data for 11 meter sites. The sites have been preselected by the WRBP. Site selection was done in consultation with a professional engineering firm (CDM Smith) experienced in the evaluation, design and installation of wastewater flow meters. Refer to the documents included in the Appendices for background information on the site selection process. Refer to Table 1 in the Appendices for information regarding the meter sites to be included in this contract and additional information regarding possible temporary metering sites. If prospective bidders find any of the sites problematic from an installation standpoint, please indicate in your submittal which sites they are and what you would recommend as an alternative.

The metering firm will be responsible for selecting the appropriate flow meter for each location, given the operating conditions and site constraints. When installed, metering equipment shall meet manufacturer specifications for meter accuracy. It is the goal of the WRBP to obtain the most accurate

measure of flow that is reasonably achievable at each of the flow meter sites. The WRBP has set a minimum target of 8% accuracy for all flow data across the 11 sites.

The selected metering firm will be responsible for developing and submitting a means and method for field verification of the accuracy of the selected flow meter at each meter location. Proposed field verification methodologies will be subject to review by the WRBP. The WRBP reserves the right to perform final inspection of all installations or utilize a third party to do the inspections or observe field verifications. The metering firm shall field test/verify each flow meter location using the approved means and methods. Field verification shall be completed on a periodic basis as required to ensure meters are functioning properly and data meets the minimum target flow data accuracy.

The selected firm shall be responsible for all work incidental to equipment installation and maintenance including but not limited to:

- Maintain existing wastewater flows.
- Protect all existing utilities and structures as necessary.
- Maintain traffic in full compliance with the NHDOT and local community requirements.
- Perform miscellaneous work and cleanup as necessary to complete the job.
- Install incidentals which are standard practice to achieve flow meter accuracy including, but not limited to, vanes, flow straighteners, and drip shields.
- Comply with the conditions of all permits required for the project.
- Coordinate with utilities, property owners, communities, and authorities having jurisdiction over each work area.

For the duration of the contract period, the selected firm shall own, install, calibrate, operate, maintain and replace all meter and telemetry equipment installed by the firm. For this proposal, the base bid shall assume that all 11 new flow meter locations shall have a telemetry system installed that is capable of transmitting collected flow data on at least a daily basis. If it is determined that such data transmission is problematic at a given location, alternative means for data retrieval shall be considered. The firm shall be responsible for all data logging and battery backup to ensure retention of flow, depth, velocity, and volume data. The firm shall be responsible for completing all data transmissions, data downloads and data analysis at the proposed meter sites for the duration of the contract period. The firm shall assign staff experienced in data analysis to evaluate the quality of the data received and to reduce the data into a format acceptable to the WRBP. It is the responsibility of the selected firm to accomplish the scope of work and provide accurate, repeatable, and defensible results as evidenced by data validation methods and reports and by calibration reports, and provide reliable results as further evidenced by number, type and duration of equipment malfunctions or data excursions. Replacement of defective or deficient equipment shall be at the firm's expense.

The WRBP reserves the right to add or remove meter locations as it deems necessary. Additionally, there may be times during the contract period when it becomes necessary to relocate meters for various unforeseen reasons. The selected firm shall be prepared to mobilize within 14 calendar days if necessary to relocate the meter. In the event that routine maintenance is required by the WRBP in an

area with an assigned flow meter, the selected firm shall be responsible for moving or otherwise relocating the meter as necessary to avoid delays to the maintenance and operation of the sewer collection system. Although widespread meter relocations are not anticipated, the selected firm shall be prepared to shift or relocate meters as necessary throughout the contract period. The cost for adding or relocating meters to a different location shall be included in the contingency amount built into the contract price limitation. A credit for removing a meter location(s) from the program shall reduce the cost subsequently borne by the WRBP.

Data Collection and Meter Calibration

The WRBP recognizes that there are several methods available for collecting data from the various flow meters and rain gauges. Currently, the WRBP views data from existing, functional metering sites at pump stations and the WWTP on a real-time basis through their SCADA system. It is anticipated that viewing data for new flow meter locations will be through website access, or by other means determined by the selected firm, outside of the WRBP SCADA system. The WRBP requires access to view "real time" data or trends from the new flow meters and any installed rain gauges as it becomes available on the firm's client access site; however, it is sufficient that raw data collected at 15-minute intervals (or calculated 15-minute averages) be provided to the WRBP for their archiving and further analysis on a monthly basis. Respondents should clearly describe the means of accessibility for viewing collected data, the data collection frequency used for their data analyses, and their data validation processes. Respondents to this RFP are asked to comment on the feasibility, costs and methodology of providing other value-added flow monitoring features that the prospective metering firm wishes to offer. Responses shall address the specific meter sites proposed under this program.

At a minimum, site inspection and maintenance and instrument maintenance and calibration shall be performed on a monthly basis to ensure that the meter is working and calibrated properly and that the equipment is fully ready to perform as intended for the next data collection cycle. It is the responsibility of the selected firm to inspect the installation or use data trending or alarms to assure that the installation remains free of sediment or debris and that any non-functional equipment or support systems are cleaned, retrofited, repaired or replaced within 14 calendar days. It is the firm's responsibility to clean flow sensors/meters during routine site visit and as-needed when the sensors/meters become fouled. Sensor/meter cleaning will involve the removal of any debris found in the normal flow stream that impairs performance of the sensor/meter. The removal of sand, rocks, gravel or other hard debris by means of hydraulic or mechanical equipment is not required of the flow metering firm. The firm shall notify the WRBP within 48 hours of their discovery of such conditions. All such maintenance, repairs or retrofits shall be documented in the reports provided to the WRBP. Adherence to these response times, number and type of failures, methods used for validating, extrapolating or eliminating suspect or missing flow data from reported values, and all calibration records shall be included in the monthly reports and used in the performance evaluations described later in this RFP

Data Format and Transfer

All data shall be provided to the WRBP in a non-proprietary, editable format approved by the WRBP that will support further detailed analysis performed by the selected metering firm, consultants working on behalf of the WRBP, or by WRBP staff. The preferred format to receive flow monitoring data is in an editable Microsoft Excel format in order for it to be compatible with upload into the WRBP's archival database. The preferred format to receive reports is in an editable Microsoft Word document. Regardless of the data format preferred by the selected metering firm, the WRBP shall not be required to

purchase new software to view flow monitoring data and reports. Access to flow monitoring information shall conform to the State's internet and information technology security requirements. Data shall be accessible and shared through an ftp site, client access website, through e-mail, or other approved means, and by CD-ROM with the WRBP. The electronic data submitted to the WRBP shall be transferred in compliance with all applicable WRBP policies and procedures for electronic data transmittal. Respondents shall provide a description of how they plan on meeting these data accessibility and transfer requirements.

Data shall be reported to the WRBP on a monthly basis. Data collected from the previous month shall be formatted and reported to the WRBP before the 15th day of the subsequent month or 2 weeks after receipt of flow data from the WRBP, whichever is greater. Rainfall data may be reported more often depending upon the nature of the rain gauge and remote communications ability provided by the selected metering firm.

After the WRBP has received the flow or rainfall data, it shall become the property of the WRBP with no proprietary restrictions and it shall be available for modification, revision and sharing as determined to be in the best interests of the WRBP. The WRBP will remain the owner of both the raw data and the information provided through the metering firm's analysis and conclusions derived from the raw data.

Data Analysis and Reporting

Data shall be reviewed on a weekly basis by an experienced data analyst with a minimum of 5 years of experience in wastewater flow metering applications.

The prospective metering firm shall be responsible for preparing a monthly analysis of the flow data collected for each meter and rain gauge. The monthly reports shall contain charts, tables, hydrographs and figures demonstrating at a minimum, the following quantities and calculations:

- ADF, Average Daily Flow
- ABF, Average Base Flow, established during periods of dry weather.
- ASF, Average Daily Sanitary Sewer Flow, determined by calculation: ASF = ABF - GWI
- GWI, Non-Rainfall Groundwater Infiltration, estimated by analysis of early morning flows when the sanitary sewer contribution is very low. The difference between the early morning flows and the MSF represents an approximate estimate of GWI.
- MSF, Minimum Sanitary Flow, by calculation, MSF = 0.12*ASF.
- MBF, Minimum Base Flow, by calculation, MBF = MSF + GWI.
- Rainfall Amount and Intensity.
- PHF, Peak Hour Flow
- Peaking Factor = PHF/ADF
- Peak 15-minute Flow Depth
- Peak 15-minute Flow Velocity
- Peak 15-minute Flow Volume

- Minimum 15-minute flow depth
- Minimum 15-minute flow velocity (where applicable)
- Minimum 15-minute flow volume
- Current Full Pipe Capacity
- Total Monthly Flow
- Raw data for velocity, depth and volume measurements.
- O&M per site location including number & type of alarms or malfunctions; repairs, replacements, retrofits, re-calibration; cleaning, etc.
- Downtime (hours) per site location.
- Response time for alarms, malfunctions, etc. – measured from receipt of information.
- Calibration or re-calibration results including means and methods and whether results are within acceptable limits and manufacturers specifications. If calibration necessitates a change in correction factor, it shall be noted in the report along with the day the correction factor was changed.
- Field verifications results for initial installation and any subsequent field verifications as they occur.
- Percent accuracy of flow data
- QA/QC excursions including methods for identifying and evaluating data – data eliminated, extrapolated, etc. due to malfunctions, calibration outside acceptable limits, etc.

The selected firm shall perform a flow balance utilizing flow data obtained under the contract as well as data provided by the WRBP from other meter sites. Currently, there are 9 other locations where data will be used for community flow assessment. These 9 locations include 6 magmeters at pump stations, 1 ultrasonic flow meter installed at the WWTP influent flume, 1 location where flow data is derived from wetwell drawdown calculations, and 1 location where wastewater flow will be extrapolated from community water meter data. Water meter information will be provided as it becomes available from the community water district; which will not be on a monthly basis. Plus, there are an additional 8 magmeters located at pump stations primarily used for operational monitoring. Figure FM 1-3 in the FM-1 Technical Memo provides the inter-relationship between these locations and the 11 new flow meter locations and Table ES-2 provides additional information regarding the flow derivation formulas for all locations. Both documents are included in the appendices. The WRBP will provide flow data from its installed meters in an Excel spreadsheet format on a monthly basis.

Some optional and additional analyses beyond the minimum criteria outlined above could prove beneficial in developing a better understanding of flow volume fluctuations within the overall sewer collection system. Prospective metering firms are encouraged to propose other supplemental analyses in their proposal as they deem appropriate and necessary to enhance the quality of the data collection effort. The description and cost for each such alternative should be clearly delineated in the respondent's submission.

<u>Additional Reporting Requirements</u>

The selected metering firm shall submit monthly records and reports detailing maintenance and repairs completed on the installed equipment and physical locations. The selected firm shall also report to the WRBP whenever a meter is replaced. Such notification shall be provided in advance of replacement, but the firm should not delay installation in order to meet downtime requirements and associated data loss. The WRBP reserves the right to observe the installation, start-up, maintenance, calibration and any manual data collection from flow meters installed under this contract. The selected metering firm shall be responsible for coordinating such activities with WRBP staff and NHDOT as necessary.

Management and Administration

All prospective metering firms shall name a project manager who would be the principal point of contact for the WRBP. The project manager shall manage the project throughout its entirety unless an alternate project manager is approved by the WRBP. The project manager shall have the necessary authority and ability to make important administrative and financial decisions on behalf of the selected metering firm including implementing any corrective measures required by the WRBP or to provide the quality of services described herein. The project manager shall demonstrate the willingness and ability to communicate effectively with WRBP staff and be prepared to meet regularly with WRBP staff to review project priorities, goals and objectives. The project manager shall be responsible for preparing an annual report and summary of the preceding 12-months of data collection and present their conclusions in a written report.

Field crews shall be trained in flow monitoring, traffic control, and confined spaced access per OSHA regulations. The selected flow metering company shall provided verification that field crews are properly trained and certified.

The WRBP reserves the right to request the firm reassign any employee whose actions are not consistent with the industry standard of care. Upon request, the firm shall meet with the State either in person or via telephone conference call regarding possible corrective actions.

The selected metering firm will be required to meet all Federal, State and local regulations relevant to working on the project.

The selected firm shall be responsible for coordinating with all local jurisdictions regarding the installation and maintenance of equipment.

The selected metering firm will be required to enter into a Temporary Use Agreement with the New Hampshire Department of Transportation for access to meter sites located within the railroad corridor owned by the State of New Hampshire. For the purposes of this RFP, three sites, (NF1, BT1, and ML1) are required at this time. Refer to the appendices for a copy of the draft Temporary Use Agreement. The firm shall be responsible for meeting all conditions of this Agreement.

Respondents to the RFP shall provide information confirming the firm can meet the requirements as specified herein.

IV. WRBP RESPONSIBILITIES:

The WRBP will furnish the following information and services to assist the selected metering firm in meeting the requirements of the flow metering contract.

- Provide access to available records, information and data necessary to perform the services as described herein. This will include but not be limited to flow data from existing and future meters owned and operated by the WRBP.
- Arrange for access to and make provisions for the selected metering firm to enter public and private properties as required to perform the services as described herein.
- Designate a person(s) to act as the WRBP representative with respect to the services to be rendered under the flow metering contract. The WRBP Superintendent shall act as representative during the installation phase, including final inspections and acceptance of this work. The WRBP Administrator shall act as representative for the balance of the service contract.
- Assist in site visits and field observations. Note that WRBP staff shall not assist with confined space entry or provide equipment or personnel to enter any structures.
- Complete all work associated with land acquisition and easements.
- Pay all permit application fees, with the exception of the NHDOT Railroad Temporary Use Agreement which the metering firm shall pay annually to NHDOT for the term of the contract. An allowance has been provided in the contract for this fee, as follows: $400 for the first year and $50 for each year thereafter.
- Complete structural repairs required for flow meter installation.

V. PROPOSED SCHEDULE

It is the objective of the WRBP to have meters installed, calibrated and collecting useable data by December 31, 2014. The following schedule is provided for informational purposes so that respondents can more fully understand the State procurement process. Note that this schedule is subject to change. Respondents to this RFP are requested to provide schedules outlining tasks, interim milestones and completion dates. The proposed schedule is as follows:

Bid Posting & Advertisement: June 2, 2014

Pre-Bid Conference and Initial Site Visit: June 11, 2014. A sign-up sheet for additional site visit dates on June 10th and June 17th will be available at the Pre-Bid Conference. Prospective submitters may also submit a separate request for access to any of the sites via a written RFI.

Final RFIs: June 20, 2014 (10 days prior to bid opening)

Post Addenda: June 25, 2014 (5 days prior to bid opening)

Bid Opening: June 30, 2014.

Notice Of Intent: July 1, 2014 (metering firm needs to gather documents; State approvals take a minimum of two weeks)

Bid Award: August 6 (subject to Governor and Council agenda)

Notice To Proceed: August 15, 2014 (subject to Governor and Council agenda)

Meter Site Evaluation (Owner/Firm): August 19, 2014

Pre-Installation Conference (Owner/Firm): August 21, 2014

Meter Installation Completed: November 28, 2014.

Final Installation Inspections and Field Verification (Firm/Owner or Owner's Representative): December 5, 2014

Data Delivery/Verification: December 29, 2014

The firm shall provide all labor, materials, services, tools, equipment, transportation, and facilities to complete the scope of work. Firm shall coordinate with other agencies or parties as may be required to complete the project. The flow meter installation work shall commence on a mutually agreed date and the firm shall work successive days until the work is completed.

VI. CONTENT AND FORMAT OF PROPOSALS

All proposals shall adhere to the following format and include, as a minimum, the noted adjunct information:

Introduction

- Introductory letter
- Table of Contents
- Firm name, contact person, address and telephone number

Firm Experience and Workload

- Firm statement of qualifications
- Related experience on similar size and scope projects. Cite specific projects of a similar nature to the project described herein. List a contact for each project.
- Listing of current flow monitoring projects and percent complete. List a contact for each project.
- Relevant experience of the firm's capabilities for conducting flow monitoring, data analysis and reporting.

Firm Personnel Experience

- Name, location and brief summary of key staff members available to work on this project.
- Experience of all key firm personnel directly working on this project including, years of experience, education and availability to work on this project.
- Relevant experience of the individuals who will be assigned to the project, including their knowledge and experience with conducting long-term flow monitoring projects, recording and analyzing data and drawing valid conclusions and recommendations.
- Familiarity with organizing, documenting and transmitting large amounts of data.

Sub-Consultant Personnel Experience

- A list of subcontractors and consultants to be used, if any, and their expertise as described above for firm's personnel.
- Experience of all sub-consultant and other associated key personnel directly working on this project including years of experience and education.

Project Approach

- A detailed description and discussion of how the firm would approach this project including flow

meter type(s), installation methods, data collection method(s), data viewing & accessibility, data analyses and reporting, and data format and transfer to the WRBP.

- A description of methodology, techniques, and procedures for each of the scope of work items listed above.
- Breakdown and description of major tasks assigned per person and firm.
- Hierarchy of project management.
- Suggestions for additional services which may enhance the value of WRBP's Flow Metering Program.

Project Schedule

- A proposed time schedule for completion of the key tasks in each phase.
- The method to assure that the time schedule will be met.
- The person responsible for assuring the schedule.

Cost Proposal

All prospective metering firms shall provide a cost proposal consistent with their ability to install the required equipment and incidentals, manage the project, collect and analyze the data, and report the final data and analysis to the WRBP. The WRBP will consider cost in its overall evaluation of the proposals. The cost proposal shall be submitted on Exhibit B. Costs shall include all labor, equipment and materials cost to deliver the flow metering services including all overhead (taxes, insurance, travel, etc.) and profit.

Costs will include one-time charges as well as recurring service charges. Note that payment for services rendered will be made by the WRBP on a monthly basis. One-time charges shall be paid based on the percent complete as determined by the WRBP. Recurring charges shall be paid monthly in accordance with the contract rate schedule. Payment for services will be made following approval by the WRBP after submission of invoices and/or other documentation verifying completion of the services.

The subdivision of the proposed contract price is indicated on the Cost Proposal form (refer to Exhibit B). Respondents to the RFP shall use the Cost Proposal form when submitting the bid. The Cost Proposal form is defined as follows:

Base Bid: Includes all items proposed for the contract. The contract will be awarded on the Base Bid amount as submitted by a qualified metering services firm. Respondents to the RFP are required to complete this portion of the Bid Schedule.

Optional Services: Includes items contemplated by the WRBP that may be required over the course of the contract. It is understood that the actual costs for work performed under this category is subject to site constraints and hydraulic conditions at the proposed meter site and may differ from that as provided by the Respondent. The intent is to justify an adequate contingency for each fiscal year for additional services the WRBP contemplates might occur. The values presented will be used as a basis for negotiating pricing for the proposed work. Any proposed rain gauges will be considered optional items and the final number and locations will be negotiated with the selected firm. There are three (3) optional flow meter locations (Opechee/Right Way Path, GL1 and Soda Brook Homes) proposed for either temporary flow metering to provide wet weather and dry weather flow data in a single year or for permanent installations depending upon the incremental cost. These

options shall be negotiated with the selected firm. Respondents to the RFP are required to complete this portion of the Bid Schedule.

Recommended Services: Includes services recommended by the prospective metering firm submitting a Bid. Respondents to the RFP are not required to complete this portion of the Bid Schedule.

Service Contract

A service contract will be executed with the selected metering firm based on the proposed scope of work plus any agreed upon Optional Services. The selected firm will be under contract to the New Hampshire Department of Environmental Services.

A blank copy of the standard state service contract Agreement (form P-37) is included in the Appendix. Exhibit A of this contract ("The Services") will include the information in the Request for Proposals. Exhibit B will be the "Cost Proposal and Terms of Payment" (see attached). Exhibit C contains any approved Special Provisions. Any changes to the terms or conditions in the P-37 Agreement that are approved by the WRBP, NH Attorney General's office and the firm shall be included and incorporated in Exhibit C. The proposing firm must identify any of the terms or conditions which they may wish to see revised and submit proposed language for those revisions with their proposal. The NH Attorney General's Office shall have the final decision on any proposed modifications to the standard contract agreement. Proposed amendments to the General Provisions shall be submitted with the proposal package and shall be supported with a narrative explaining the proposed amendment and why such an amendment is necessary. If alternate terms or conditions are not approved by the WRBP or NH Attorney generals' office, and the selected firm refuses to execute the contract without the modified terms or conditions, this will be grounds for disqualifying a bidder.

Bidders should review the general conditions of the Agreement, especially the insurance requirements contained in Item 14 and Exhibit C. Should your firm be selected for the work, the WRBP will send a "Notice of Intent to Award" along with a contract for execution, as well as instructions for completing a "Corporate Resolution" confirming the authority of the person executing the contract and for obtaining an original "Certificate of Good Standing" from the NH Secretary of State's office. Please note that any firm doing business with the State must be registered and in good standing with the NH Secretary of State's Office in order to process a contract. The firm is responsible for providing the WRBP with a current, original certificate issued by the NH Secretary of State. If, at the time the firm receives the "Notice of Intent to Award" the firm is not registered, the firm will be allowed ten (10) days to complete this task. If, at the end of the ten (10) days the firm is not registered, it will be the Department's option to disregard the firm's proposal and disqualify the firm. When the executed contract documents are returned, the contract will be approved by the Commissioner of the Department of Environmental Services, the NH Attorney General's office, and the Governor and Executive Council of the State of New Hampshire; a process that usually takes 6-8 weeks.

Costs for executing contract documents, including but not limited to, obtaining an original Certificate of Good Standing, notarization, and postage are the sole responsibility of the selected firm.

VII. METHOD OF EVALUATION

Selection shall be based on the lowest Total Base Service Cost for the projected 5 year period among the qualified firms submitting a proposal, utilizing the calculation outlined in Exhibit B and the criteria listed below. The Department of Environmental Services and the State of New Hampshire reserve the right to accept or reject any and all proposals, to waive minor discrepancies, and to negotiate with bidders after submittal of the proposals. The Department and the State will act in what they consider to be in their best interests.

Please note that this contract, and any amendment to it, is subject to approval of the Governor and Executive Council of the State of New Hampshire.

Proposals will be reviewed and evaluated by a panel composed of WRBP staff and WRBP community representatives. The Total Base Service Contract Cost submitted for the Scope of Work on Exhibit B will be used to determine the order of review. If the lowest bidder meets the qualification requirements as determined by the WRBP panel, the approved firm will execute a contract based upon the RFP submitted by the approved firm. If the lowest bidder does not meet the qualification requirements or cannot properly execute a contract, then the next low bidder will be similarly evaluated. Each successive bidder will be evaluated until a contract is executed with a qualified firm.

The qualifications will be evaluated based on the following criteria based upon the information provided by the respondent and any other due diligence inquiries made by the WRBP:

<u>Firm Experience/Reputation/Workload</u>

- Related, relevant project experience.
- Firm reputation, including responses from references or other inquiry, any debarment proceedings or litigation.
- The firm's financial and operational stability.
- Ability of firm to take on additional work.
- Demonstrated success with the performing of similar flow metering projects.
- Understanding of the WRBP's goals, project parameters, the need for and purpose of this work, based on the information provided by the WRBP.
- Qualifications of key personnel to be assigned to the project.
- Demonstration and/or affirmative statement(s) that the firm can meet the required response times and provide the required services and support specified in the scope of work.
- Specific management approach and how the firm proposes to achieve the WRBP's time goals for the project and how the firm plans to apply its management techniques and resources.
- Does the firm's organizational structure show sufficient depth for its present workload?
- Does the firm offer the breadth and quality of services required for this project?

<u>Personnel Experience</u>

- Number and location of personnel included on project team.
- Project team member's individual experience and other qualifications.
- Project manager's experience and other qualifications.
- Individual experience and other qualifications of subconsultants or subcontractors. Note that the selected firm shall be responsible for delivering all reports and documentation generated by any subcontractor and that those reports or documents meet the contract requirements.

Scope/Schedule

- Demonstrated understanding of scope of project.
- Demonstrated ability to present a report, technical data, and recommendations in a user-friendly format with appropriate use of graphics.
- Adherence to proposal format.
- Time schedule to initiate project, complete equipment installation and deliver useful data.

Proposed modifications to the Agreement terms or conditions

- Proposed amendments to the General Provisions (including the alternative insurance requirements contained within Exhibit C) with a narrative explaining the proposed modification or amendment and why such an amendment is necessary.

Cost (on Exhibit B with additions or attachments as necessary for contingent work)

- Cost proposal for scope of work (see Exhibit B for calculation of total contract limit for 5-year term). Note that this contract is not subject to Buy American or Davis Bacon wage requirements.
- Line item(s) description and cost for optional items, recommended alternatives and additional contingent work.
- Firms Current Standard Rate Schedule

A qualified firm shall be one that can demonstrate that they can meet the response time requirements, has demonstrated project and personnel experience in successfully implementing similar projects, has sufficient resources and is willing to assign adequate qualified personnel to the project for the duration of the contract, has the technical, data management and administrative expertise to perform the scope of work, demonstrated experience managing subcontractors (if proposed), and has a workload and proposed time schedule to complete the equipment installation and data collection/delivery/verification in the necessary timeframes.

VIII. SUBMITTAL OF PROPOSALS

Each firm shall submit twelve (12) suitably bound copies of their proposal to:

Department of Environmental Services
Winnipesaukee River Basin Program
Franklin Wastewater Treatment Plant
P.O. Box 68, 528 River Street
Franklin, New Hampshire 03235
Attn: Sharon McMillin, Administrator

Proposals are due no later than 3:00 PM on June 30, 2014.

Proposals shall be submitted in a sealed envelope clearly marked as “Proposal for WRBP Flow Metering Program”. It is the sole responsibility of the proposing firm to confirm receipt of their proposal prior to the due date and time.

Costs incurred in the preparation of proposals/quotations in response to this request shall be the sole

responsibility of the firm submitting the proposal/quotation.

APPENDICES:

Figure 1 – Overview Map of Locations

CDM Smith Technical Memorandum FM-1 “Existing Facilities Field Investigations”

CDM Smith Table ES-2 Flow Derivation formulas

Table 1 – Site Locations

Annotated Aerial Photos of 11 Flow Meter Locations

Table 2 – Optional Flow Meter Locations

Annotated Aerial Photos of 3 Optional Flow Meter Locations

Exhibit B Cost Proposal & Payment Terms

Exhibit C Special Conditions (draft)

NHDOT Railroad Temporary Use Agreement (draft)