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October 19, 2011

**REQUEST FOR QUALIFICATIONS : Intermunicipal Water and Wastewater System Evaluations Study
For Exeter and Stratham, New Hampshire**

SUBMISSION DEADLINE: 5:00PM, November 10th, 2011

To Whom It May Concern:

The Rockingham Planning Commission is assisting the Towns of Exeter and Stratham, New Hampshire to evaluate the feasibility and advisability of sharing municipal water and wastewater systems for the purpose of expanding services into a defined and limited section of Stratham that is immediately adjacent to Exeter.

Prior to each making irrevocable decisions regarding their infrastructure needs, the Towns have decided to thoroughly and expeditiously explore options for moving forward in a cooperative manner if it is determined that such an approach is both feasible and more cost effective than acting separately.

Each Town has completed extensive planning level studies identifying infrastructure improvements and costs necessary for separate action, but no analysis has been completed defining either the economic consequences or intermunicipal mechanisms that would result from working together to pursue these objectives. The purpose of this study is to support this pending decision by providing credible and impartial information as to the potential costs and opportunities of a cooperative approach.

Please see the enclosed RFQ for additional details. After reading the RFQ, please contact me or Theresa Walker at the RPC should you have questions.

We look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read "Cliff Sinnott", with a stylized flourish at the end.

Cliff Sinnott
Executive Director

REQUEST FOR QUALIFICATIONS

Intermunicipal Water and Wastewater Systems Evaluation Study Exeter and Stratham, New Hampshire

ROCKINGHAM PLANNING COMMISSION
October 19, 2011

Introduction

The Rockingham Planning Commission (Commission) is assisting the Towns of Exeter and Stratham, New Hampshire, to evaluate the feasibility and advisability of sharing municipal water and wastewater systems for the purpose of expanding service into a defined and limited section of Stratham that is immediately adjacent to Exeter. (*See attached study area map.*)

The Town of Exeter operates and maintains water and wastewater systems which are considered to have sufficient capacity to serve the foreseeable needs of both communities. (Capacity and engineering feasibility questions will be addressed in other components of this study.) However, the Town is facing significant capital investment in both systems to meet anticipated mandated treatment requirements.

The Town of Stratham has no municipal water or wastewater systems but a pressing need to develop them for the Town's recently created Gateway Commercial Business District, both for the purposes of providing fire suppression and for accommodating future higher density redevelopment that is envisioned for this district. The Town has been actively planning for its own municipal water and wastewater system to serve this portion of the community and has completed several planning level feasibility studies toward this end.

Prior to each making irrevocable decisions to pursue these infrastructure needs separately, the Towns have decided to thoroughly and expeditiously explore options for moving forward in a cooperative manner if it is determined that such an approach is both feasible and more cost effective than acting separately.

Services

The Commission will be selecting a consultant to undertake an economic analysis to meet the following objectives:

- A. Determine the overall comparative costs and benefits for Exeter and Stratham to collaborate on water and wastewater infrastructure needs, or for Exeter to work individually on meeting its foreseeable needs while Stratham pursues providing potable water supply and wastewater treatment to the Gateway Village District on its own.
- B. Estimate the per user costs for up to three different approaches to a collaborative system and for separate systems in each Town. Include a proposed appropriate water and sewer rate structure for Exeter to charge Stratham, including an appropriate "buy-in-fee" or similar payment-in-kind from Stratham representing its reasonable share for capital improvements required in Exeter's systems.

Request of Qualifications – Exeter-Stratham NH Water & Wastewater Study

- C. Identify models for sharing capital and operating costs associated with designing, constructing, operating and maintaining a two-town water and wastewater system.

The Towns have identified the following range of options for the types of collaborative systems that, at a minimum, should be evaluated. Respondents are free to recommend other or variations on these as appropriate in their response to this RFQ:

1. Stratham develops water distribution and waste water collection systems internally and purchases water supply and wastewater disposal services from Exeter.
2. Stratham develops water distribution and waste water collection systems internally and invests (buys into) water and wastewater systems operated by Exeter in exchange for lower service rates and guaranteed access. Sewer and water districts in each Town would be separate and distinct entities.
3. Stratham and Exeter jointly own, operate and govern joint water supply and wastewater treatment District(s) systems, which are fully responsible for those systems.
4. Each town owns and operates wholly separate water and wastewater systems.

The Commission has established a project team with both management and engineering representatives from both Towns. Several recent planning level water system and wastewater system studies have been completed for both Towns and are available at:

www.rpc-nh.org/exeter-stratham.

It is expected that key information and findings from these reports will be incorporated into the analysis required for this study. It is understood that specific aspects of water and wastewater system cooperation may have to be evaluated separately. Respondents should also be aware that Exeter is in the preliminary stages of developing engineering plans for a major wastewater treatment plant upgrade associated with its forthcoming NPDES permit renewal. A decision to provide disposal capacity to Stratham may affect those plans.

In addition to the Final Report, the Commission anticipates the selected consultant will meet with the Project Team up to four times to: 1) agree on study assumptions and system scenarios; 2) review initial findings; 3) review draft report and conclusions; and 4) review final report. The Commission also anticipates the selected consultant will attend a joint meeting of local officials in Stratham and Exeter to present the final report and any conclusions and recommendations that are made.

Project Budget

The budget available to conduct this study is limited to between \$25,000 and \$30,000, depending on the degree of integration of the existing engineering/planning level study results that are incorporated into the study. The limited budget will necessitate a highly efficient approach to carrying out the work.

Request of Qualifications – Exeter-Stratham NH Water & Wastewater Study

Consultant Selection

The Selection process will involve pre-qualification based on this RFQ followed by a proposal solicitation from selected firms. The Commission intends to invite selected consulting firms which demonstrate the necessary expertise and experience to respond to a “Request for Proposal” to conduct the study as described (the “Intermunicipal Water and Wastewater System Evaluation Study”) and produce a Final Report.

It is the intent of the Commission to limit the pre-qualification list to not more than five (5) firms. Firms wishing to be considered for inclusion on the pre-qualification list should submit an indication of their interest and qualifications. The statement should include appropriate background materials demonstrating past experience and present capabilities related to the planning, study and design of comparable facilities. Consultants must show that the project team members have authored a minimum of three (3) similar evaluation studies to be considered for this project.

Interested firms should submit the following:

1. The firm’s name, office address, phone number and name and email address of the contact person;
2. The names and resumes of staff members assigned to the project, including their respective responsibilities and position;
3. A synopsis of the firm’s understanding of the study to be undertaken;
4. Summary of anticipated approach to the study;
5. A list of recent relevant water and wastewater system or other intermunicipal service sharing evaluation studies the firm have completed; and
6. A statement of the firm’s availability and time required to complete the study.

Submission

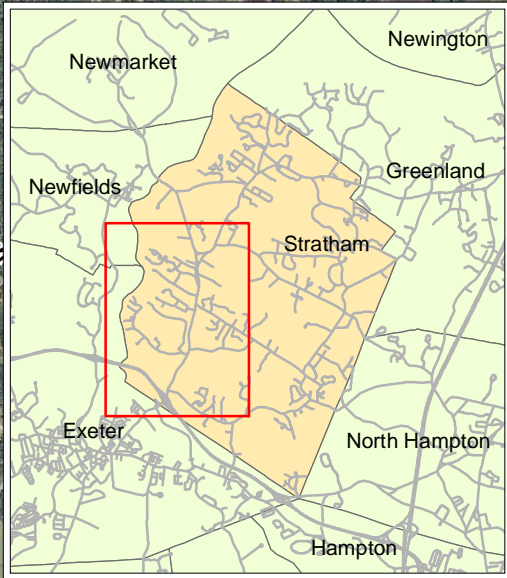
Interested firms should submit **five (5) copies of their statements by 5:00 PM on November 10th, 2001**, to Cliff Sinnott, Executive Director, Rockingham Planning Commission, 156 Water Street, Exeter, New Hampshire, 03833.

For more information, contact:


Cliff Sinnott, Executive Director csinnott@rpc-nh.org
Theresa Walker, Project Consultant theresawalker@comcast.net
Rockingham Planning Commission
603-778-0885

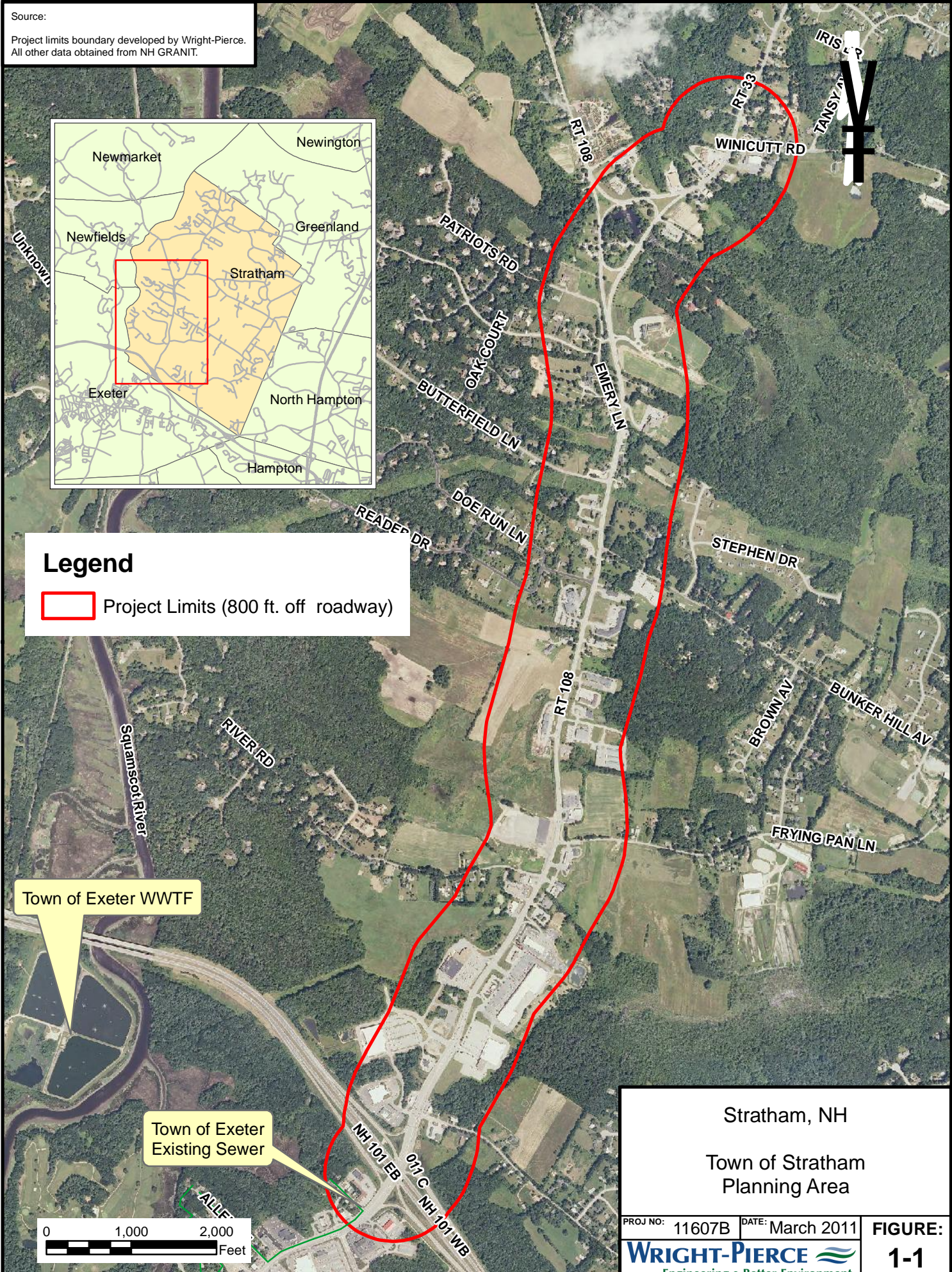
Source:

Project limits boundary developed by Wright-Pierce.
All other data obtained from NH GRANIT.



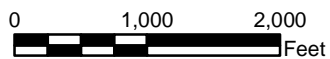
Legend

 Project Limits (800 ft. off roadway)



Town of Exeter WWTF

Town of Exeter Existing Sewer



Stratham, NH

Town of Stratham
Planning Area

PROJ NO: 11607B DATE: March 2011

WRIGHT-PIERCE
Engineering a Better Environment

FIGURE:

1-1