



TOWN OF EPPING, NEW HAMPSHIRE

REQUEST FOR QUALIFICATIONS (RFQ)

VALUE ENGINEERING SERVICES FOR WASTEWATER TREATMENT FACILITY UPGRADES

Contact

Jake Roger, Town Administrator

administrator@eppingnh.gov

Due Date

Delivery by 3:00 pm on September 12, 2025



Table of Contents

I.	GENERAL PROJECT INFORMATION:	3
A.	Introduction:	3
B.	Purpose:	3
C.	Who May Respond:	3
D.	Instructions on Submission:	3
II.	BACKGROUND AND PROJECT COMPONENTS:	4
A.	Background:	4
B.	Project Components:	5
III.	GENERAL SCOPE OF WORK AND PROJECT SCHEDULE:	5
A.	General Scope of Work	5
B.	Project Schedule	7
IV.	SUBMISSION CONTENTS:	7
V.	EVALUATION:	9
VI.	PROPOSAL TIMELINE:	10
VII.	QUESTIONS:	10
VIII.	SUMMARY INFORMATION:	10
A.	Contract Award	10
B.	Amendment or Cancellation of the RFQ	11
C.	Proposal Modifications	11
D.	Presentation of Supporting Evidence	11
E.	Submitter Demonstration of Proposed Services and/or Products	11
F.	Ownership of Submissions	11
G.	Ownership of Subsequent Products	11
H.	Oral Agreement or Arrangements	11
I.	Expertise	11
J.	Proposal Expense	11
K.	Not a Contract	12
IX.	ATTACHMENTS:	12



I. GENERAL PROJECT INFORMATION:

A. Introduction:

The Town of Epping (The Town) is located in Rockingham County, New Hampshire with a population of approximately 7,200 people and a Selectmen/SB2 form of government. The town is 26.2 square miles with approximately 77 miles of road.

The Town owns and operates a biological nutrient removal membrane bioreactor (BNR-MBR) wastewater treatment facility (WWTF). The WWTF discharges into the Lamprey River, which flows into the Great Bay Estuary (Great Bay). The WWTF is operating under two National Pollutant Discharge Elimination System (NPDES) permits, as:

- A total nitrogen (TN) general permit issued on November 24th, 2020, that covers discharge of nitrogen from the Town's WWTF and 12 other WWTFs which discharge treated wastewater to waters within the Great Bay watershed (No. NHG58A000; Attachment A); and
- A general permit for the remainder of the WWTF's discharge parameters, which was issued to the Town along with the majority of New Hampshire facilities with design flows smaller than 1.0 MGD.

B. Purpose:

The purpose of this Request for Qualifications (RFQ) is to obtain submittals from qualified professional engineers capable of providing value engineering (VE) services for the upgrade of the Epping WWTF. The VE team will study the functional relationships and cost of the project elements, identify potential alternative concepts, and develop conceptual-level cost review for of the design and suggest project value improvement.

C. Who May Respond:

Engineers licensed to practice in **New Hampshire** or firms that include such engineers may respond to this RFQ.

D. Instructions on Submission:

- **Closing Submission Date.** Submissions must be submitted **no later than 3:00 pm Eastern Standard Time on September 12th, 2025.**
- **Inquiries.** Inquiries/questions regarding this RFQ should be emailed to:

Jake Roger

Town Administrator

administrator@eppingnh.gov

- **Conditions of Submission.** All costs incurred in the preparation of a submission responding to this RFQ will be the responsibility of the Submitter and will not be reimbursed by the Town.



- **Interview.** Candidates selected to move forward for further consideration may be invited to interview with the Epping Wastewater Upgrade Committee.
- **Instructions to Prospective Contractors.** Your submittal should be addressed as follows:

**Jake Roger
Town Administrator
Epping Town Hall
157 Main Street
Epping, NH 03042**

It is important that the package be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Qualifications

3:00 pm Eastern Time, September 12th, 2025

Sealed Proposal for Value Engineering Services for the Wastewater Treatment Facility Upgrade

Failure to do so may result in premature disclosure of your package. The Submitter is responsible for ensuring that the Town receives the package by the date, time, and in the manner specified above. Late and/or unsealed submissions will not be considered.

Right to Reject. The Town reserves the right to reject any and all submissions received in response to this RFQ.

- **Notification of Award.** It is expected that a decision selecting the successful proposal will be made approximately three (3) weeks after the closing date.

II. BACKGROUND AND PROJECT COMPONENTS:

A. Background:

The 2020 TN general permit (attachment A) became effective in 2021, aims to reduce TN discharges from WWTF into Class B receiving waters in the Great Bay watershed. The permit sets a seasonal rolling average TN effluent limit of at 43 lbs/day, calculated from April to October using the current and previous seven month's averages. The town is currently under a moratorium that does not allow for new sewer connections or septage receiving. While the WWTF can meet the 2020 TN permit limit at current flows and loads, the Town plans to upgrade the facility to support a future 0.5 MGD average daily flow (ADF) while maintaining current permit limits and improving system redundancy.

In 2024, the 2987 WWTF TN Upgrade Study (attachment B) was prepared to evaluate the immediate upgrades required. The existing MBR system at the Town has insufficient redundancies and controls for long-term reliable operation. The WWTF will require a major expansion of the current facility, such as construction of additional basins, etc. to treat the permitted 0.5 MGD ADF. Therefore, the Town requested designing and engineering services to expand WWTF in support of its long-term capacity and compliance goals.



Meanwhile, the Town is requesting Value Engineering Services to be completed by the Value Engineer to complement the design of the WWTF upgrades as performed by the Design Engineer. The Value Engineer will review the design from a functional requirement and efficiency standpoint and will identify alternative solutions and materials. This will allow potential risks to be addressed early in the design process.

Refer to RFQ Attachment B (2987 Epping WWTF Total Nitrogen Upgrade Studies) for more information.

B. Project Components:

The Town anticipates the following design components for the WWTF Upgrades based on the 2987 WWTF TN Upgrade Study's 0.5 MGD ADF at Current Permit upgrade recommendations. These treatment processes will be included in the Value Engineering.

- Automated Backwashing and Recovery Cleaning
- New Headworks Building with Two 2-mm Screens and Modified Headworks Building with Two 6-mm Screens
- New Walls for Membrane Tanks, Piping
- Foam/Scum Spray in Bioreactor and membrane tanks
- Peak Flow Buffer Tank
- Fourth Bioreactor and Membrane Tank in Waste Activated Sludge (WAS) Tank and Membrane Enclosure, Operations Building Extension
- New WAS Tank
- New UV for 1.0 MGD
- New Bioreactors 5 and 6 and more Membrane Surface Area in Membrane Tanks 1 – 4

III. GENERAL SCOPE OF WORK AND PROJECT SCHEDULE:

The Scope of Work includes value engineering services for 35% design and the validation review of the 60% design. The Town anticipates the following general scope of work. This general scope of work may be modified or expanded as necessary to complete this project. The final scope of work and fee will be negotiated once the most qualified Submitter is selected.

A. General Scope of Work

The Value Engineering Services shall conform to the guidelines established by the NH DES WQ standards, ENV-WQ-500. Consulting firms must be listed on the NHDES list of pre-qualified engineering firms. The selected firm will be required to comply with state and federal procurement regulations. This work is anticipated to be funded by the NHDES CWSRF and will be subject to the requirements of the respective agencies. The firm selected for this work will be required to execute a standard NHDES Report Phase Contract for Professional Services.



Task 1: Information Gathering

- Kick-off meeting with the Town staff.
- Review project documentation including design plans, specifications, and cost estimates. Documentation prepared by the design team and provided to the Value Engineer by the Town.

Task 2: Function Analysis, Alternatives Evaluation and Recommendation

- Identify high-cost components and areas with potential for value improvement.
- Define and classify the primary and secondary functions of major project components.
- Prioritize treatment functions based on cost and importance.
- Generate alternatives solutions for achieving key functions while maintaining treatment objectives.
- Screen and evaluate proposed alternatives based on technical feasibility, cost-effectiveness, environmental impact and constructability.
- Rank alternatives using a weighted criteria matrix or similar evaluation tool.
- Transform selected alternatives into actionable recommendations, and provide feedback on their long-term cost implications, including factors like maintenance requirements, scalability potential, and operational efficiency.

Task 3: Value Engineering Workshop and Report

- Present the preliminary VE recommendation to project stakeholders in a formal VE workshop.
- Provide supporting documentation including cost-benefit analyses and implementations plans.
- Compile findings and recommendations into a comprehensive VE report.

Task4: Verification of Accepted Value Engineering Findings

- Review of 60% design package to verify the accepted value engineering items agreed upon by the Town and design engineers
- Provide any feedback on this review in a technical memorandum.

Deliverables

Value Engineering Report based on 35% Design

VE services will start after the design team submits their Preliminary (~35%) design to the Town. Preliminary VE recommendations shall be presented orally to the Town Staff and the Design Engineer at the conclusion of the workshop. A report presenting the results and recommendations of the VE study shall be submitted to the Town within ten (10) days following the workshop period.



60% Value Engineering Verification Technical Memorandum

After the Value Engineering Report is finalized, the Town will submit the report to the design engineer for incorporation into the 60% design package. The Value Engineer will provide a review of the 60% design package to verify that the value engineering items agreed upon by the Town and the design engineer have been included. The Value Engineer will provide a set of comments on the 60% design package to the Town, and the Town will work with the Design Engineer for final incorporation of any additional agreed upon comments.

B. Project Schedule

Due to regulatory and funding requirements, the purpose of this RFQ is to solicit and obtain qualified Engineer(s) who can achieve the outlined scope promptly and in accordance with reasonable scheduling expectations from the Town. It is anticipated that the VE workshop will be conducted in early November 2025 and the 60% design verification review will be completed in early January 2026.

Schedule Sequence

- Kickoff Meeting with Value Engineer(s) and the Town's staff.
- Preliminary VE recommendations presentation due
- VE Workshop between VE team, design team and Town Staff
- 10 Days post VE Workshop Final VE report with findings and recommendations due
- Town review and send the final VE report to the Design Engineer
- VE team review 60% design package provided by the Town
- Comments for 60% design package due

IV. SUBMISSION CONTENTS:

Submittals shall, at a minimum, include the following:

A. Cover Letter (not included in page count).

- Provide a cover letter identifying the Submitter, stating the transmittal of the SOQ, and identifying any highlights of the SOQ, if desired. An authorized individual must sign the cover letter (wet ink for original copy).
- Please address the cover letter to Jake Roger, Town Administrator.
- The Cover Letter will not be scored during the SOQ evaluation process.

B. Table of Contents (not included in page count).



C. Company Background. Organization, Size, Structure, and Areas of Practice. The

Submitter should describe its organization in terms of the following:

- Legal name of company and address of office where services will be provided
- Main point of contact
- Number of staff
- Type of company
- Areas of practice
- Office location(s)
- Please include a copy of the Equal Opportunity/Affirmative Action Policy in Appendix, if available.

D. Engineering Project Experience and References.

- The Submitter should describe its experience related to the areas outlined in the project components above. Include 1-2 project descriptions, with reference and contact information for each project the Submitter has performed that are similar in nature to Epping's project components within the last 10 years.
- Statement of Qualifications shall include a brief description of the proposed duration of the workshop and a proposed team, including resumes of the proposed team members, demonstrating their qualifications.
- The VE Facilitator's experience in conducting VE workshops, including a detailed resume, shall be included. The information to be provided shall include a brief description of past VE projects, the client/owner of 1-2 recent workshops, and the name and telephone number of an individual who can be contacted as a reference on those projects.
- A general summary of the firm's overall experience and qualifications with emphasis on the design experience on Wastewater Treatment Facilities.

E. Project Understanding and Technical Approach.

- Describe understanding of overall project goals and outcomes.
- Provide a description of the Submitter's understanding of the project and its approach to implementing and completing the Scope of Work.

F. Project Schedule.

- Include a preliminary project schedule and a discussion of the Submitter's strategy for delivering the project services within the strict project schedule.

G. Scope of Work.

- Provide a detailed Scope of Work with expected deliverables, based on the general scope of work outlined above. The detailed Scope of Work should include any additional task(s) and/or unique approaches that the Respondent believes will provide significant benefits or value to the Town. The Scope of Work will be in Appendix and will not count towards the page limit. **Do not submit a cost proposal or billing rates.**



V. EVALUATION:

Evaluation Procedure and Criteria. The Wastewater Upgrade Committee and appropriate staff will review submissions and make recommendations to the Select Board for final approval. The Committee may request an interview with some qualified Submitters prior to the final selection. While not separately scored, Submitter interviews will impact scoring across the various criteria. Submissions will be reviewed in accordance with the following criteria:

1. **Value Engineering Relevant Project Experience and References (45%).**
 - a. Overall experience demonstrating successful completion of similar work
 - b. Relevant wastewater Treatment Plant VE experience
 - c. Understanding and familiarity with MBR systems
2. **Project Team (40%)**
 - a. Ensure the team is well-versed on the formal VE process
 - b. Include professionals in key disciplines from the project components.
 - c. Include professionals who can conduct life cycle cost estimate and feasibility studies
 - d. Include professionals who understand local, state and federal regulations regarding WWTF design and operation
3. **Ability to Meet the Project Schedule (10%)**
 - a. Understanding of the town's strict schedule relating to the workshop.
4. **Proposal Responsiveness (5%)**
 - a. Complete proposal package within formatting guidelines and submittal requirements as outlined in RFQ.

Required Format for Submissions. All submissions must follow the required format. Failure to follow the required format may result in disqualification of a proposal:

1. Three (3) hard printed copies delivered to the address and delivered by the time required in the RFQ.
2. One (1) digital copy emailed to the Town Administrator at administrator@eppingnh.gov
3. Page Limit: 15, excluding cover page, cover letter, table of contents, dividers, and resumes.
4. Page Size: 8 ½" x 11", portrait.
5. Exhibit Page Size: 11"x17", landscape, may be used for large tables, project schedule, charts, and graphics only and will count as a single page towards the 20-page limit.
6. Font Size Minimum: 10-point font
7. All pages must be numbered; double-sided printing is acceptable

Request for Qualifications

Value Engineering Services for Wastewater Treatment Facility Upgrades

Town of Epping, New Hampshire



8. Do not use material in submissions dependent on animated electronics, imbedded videos, QR codes, or links to websites, etc.
9. Do not place submissions in notebooks or binders. Metal clips or spiral binding spines may be used to bind pages together.
10. Do not include attachments other than those requested or required by this RFQ.

Selection. After the selection process is complete, the Town will request a task-based cost proposal from the highest-ranked Engineer. The Town will proceed with contract negotiations with the Engineer. If the parties cannot come to terms, the Town will request a task-based cost proposal from the second-ranked Engineer and follow the same procedure, working with each of the next-ranked qualified candidate(s) until a contract has been successfully negotiated.

VI. PROPOSAL TIMELINE:

During the period from your organization's receipt of this Request for Qualifications and until a contract is awarded, your organization shall not contact any employee of the Town for additional information except in writing directed to Jake Roger at administrator@eppingnh.gov.

The Selection process is envisioned to proceed following schedule outlined below:

RFQ Release	August 1, 2025
Clarification Questions Due	August 15, 2025
Responses to Clarification Questions	August 29, 2025
Statement of Qualification Due	September 12, 2025
Potential Interviews with Firms	September 2025
Notification of Selected Firm(s)	October 2025
Negotiate Contract(s)	October 2025

VII. QUESTIONS:

Questions for clarifying the RFQ must be submitted in writing by email and received no later than **3:00 p.m. on August 15th, 2025**.

Questions must be emailed to Jake Roger at administrator@eppingnh.gov. Please note that submissions of questions for a response do not in any way enhance or guarantee the chances of receiving a contract through this proposal.

VIII. SUMMARY INFORMATION:

A. Contract Award

The Select Board reserves the right to award the contract in a manner deemed to be in the best interests of the Town.



B. Amendment or Cancellation of the RFQ

The Town reserves the right to cancel, amend, modify, or otherwise change this RFQ at any time if it deems it in the Town's best interests.

C. Proposal Modifications

No additions or changes to any submittal will be allowed after the submittal's due date unless the Town specifically requests such modification. At its option, the Town may seek Submitter retraction and clarification of any discrepancy or contradiction found during its review of submissions.

D. Presentation of Supporting Evidence

Submitters must be prepared to provide evidence of experience, performance, ability, and/or financial surety that the Town deems necessary or appropriate to establish the performance capabilities represented in their submissions fully.

E. Submitter Demonstration of Proposed Services and/or Products

Submitters must be able to confirm their ability to provide all proposed services.

F. Ownership of Submissions

All submissions shall become the property of the Town and will not be returned.

G. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ shall be the sole property of the Town unless otherwise stated in the contract.

H. Oral Agreement or Arrangements

Alleged oral agreements or arrangements with the Town will be disregarded in any submittal evaluation.

I. Expertise

Responses should demonstrate and document that the firm has the experience and expertise to proceed with the Town's WWTF Upgrades tasks described in this RFQ. A complete and timely submittal, as described in this RFQ, is required for the submittal to be considered.

J. Proposal Expense

The Town shall in no event be responsible for any expenses incurred by Submitter in the preparation of its SOQ. Submitter shall not include or claim any such expenses as part of its SOQ.



K. Not a Contract

This RFQ is not a contract and shall not be interpreted as such. Rather, this RFQ serves only as the instrument for soliciting submissions. The Town will pursue negotiations with the highest-scoring submission. If, for some reason, the Town and the initial Submitter fail to reach a consensus on the issues relative to a contract, then the Town may commence contract negotiations with other Submitters as outlined in this RFQ. The Town may decide at any time to start the RFQ process again.

The selected firm will be required to sign a formal contract.

IX. ATTACHMENTS:

- A. NPDES 2020 Total Nitrogen Permit and General WWTF Discharge Permit
- B. 2987 Epping WWTF Total Nitrogen Upgrade Studies