

Request for Qualifications/Proposals Hazardous Material Plan Revision and Update

The Town of Hudson is located on the New Hampshire / Massachusetts border. Hudson is approximately 30 miles north of Boston along the Route 3 corridor. The Nashua Region in southern New Hampshire (including Hudson) is experiencing the greatest population growth in the State. The Town of Hudson has experienced a dramatic increase in population over the last few years and studies have shown that the growth rate will continue.

The Town of Hudson consists of 30 square miles and with a 2009 Census population of 24,991; the Town of Hudson is the 10th most populous municipality in the state of New Hampshire

The Hudson Fire Department consists of 40 full time firefighters, 20 Call Firefighters, 4 Dispatchers and 2 administrative staff for a total of 66 personnel. There are eight members on duty per shift.

The department responded to 2,854 emergency incidents in 2010. We have experienced a 1.7 % increase in emergency call volume over the past five years.

1. Project Description

The Town of Hudson has a Hazardous Materials Plan that was first developed in 2002. Since its inception there have been a number of improvements and changes in the areas of planning, response, and mitigation of hazardous materials incidents. In addition, a number of hazardous material target hazards have moved from the jurisdictional area of responsibility for the Town of Hudson and Hudson Fire Department.

- The goal of this plan revision is to evaluate the current risk and target hazards, updating the Hudson Fire Department Hazmat Response plan
 - All revisions shall meet the requirement of SARA Title III Plans
 - All facilities noted on the master facilities list shall be mapped onto a map of the Town of Hudson.
 - A shelter list shall be created with criteria for use in the event of a chemical emergency
 - All shelter shall be placed onto a shelter map and a general map showing facility locations and shelters
 - The plan shall be in compliance with the adopted NIMS program
 - The plan shall be incorporated current hazard mitigation plans, emergency management plans, water supply emergency plans, school district emergency management plans, transportation plans, and other current plans in place to provide a comprehensive response plan to hazardous material incidents.
- Plan design requirements
 - The plan shall be broken down into specific easy to read tabbed sections
 - The plan shall be formatted in a pdf format or other compatible format that would allow for online accessibility and point and click to a specific section of the plan
 - Further design requirements shall be detailed upon awarding to the contract

- Final Deliverables
 - Upon acceptance of the draft plan by the Hudson Fire Department (25) twenty-five colored copies and 5 CD copies will be delivered prior to the final payment for any services.

3. Form of Response

Your proposal should be as concise as possible while providing us with the required information and fee that will allow us to evaluate your proposed services and their cost, on absolute and relative bases with other firms. Include with your proposal the following:

Cover Letter

Introduce the firm and summarize your qualifications. The cover letter should provide the name, address, phone, fax and email for the firm's designated contact person.

Project Understanding and Approach

- Describe your proposed design approach for successfully completing this project.
- Key to this project is communication with the Owner. Describe in detail your approach to communicating and working with the Owner representatives.
- Based on your experience, discuss any challenges that may be encountered during this process as well as any concerns you see that may need to be addressed.
- Describe your time commitment estimated to develop and design this project.
- Copies of the existing Hudson N.H. Hazardous Materials Plan will be made available upon request.

Project Team and its Members

- State when the firm was started and how long it has been in business; preferably no less than five (5) years.
- Include resumes of all key individuals of the firm who would be involved in this project. Resumes should adequately describe educational background, specific area of expertise, and related experience with emergency planning in particular.
- Indicate past experience. Give examples of projects similar to this project completed.
- Describe any mediation, arbitration, or litigation involving any team members in the last five (5) years.

Qualifications

- Provide references (including names and telephone numbers of the owner's representative, project manager) for at least five (5) of these projects.

5. Cost for Services

- The fee should be quoted as a lump sum for the specified work. The cost should be based on your effort required to complete the services requested and not based on a percentage of completion.
- Indicate the upset amount for reimbursable expenses as related to basic services and provide a full list of expense categories considered as reimbursable.
- Any assumptions, constraints, and/or additional consultant or sub-consultant costs must be explained.
- Upon award of the contract for services, the vendor shall have 120 days to complete the Hazardous Material Plan Revision and Update.

6. Evaluation of Proposals

The Hudson Fire Department invites qualified firms to propose and intends to select three finalists for oral interviews. The Hudson Fire Department's evaluation committee will review and screen all proposals. Proposals will be evaluated with respect to the following:

- Firm and individual qualifications and experience designing Hazardous Material planning.
- Completeness, technical competence and clarity of the proposal as well as understanding of project scope, and proposed project approach and methodology.
- Clarity of team organization and communications, and assurance that team members assigned will in fact be available for this project.
- References related to similar projects.
- The stated fee matched to the quality, thoroughness and quantity of the work product proposed.

7. Timeline/Schedule

The Hudson Fire Department has designated the following activities and dates as key to the project schedule.

RFP Issued:	Date, 03/30/2011
Proposals Due:	Date, 04/29/2011 - 9AM
Notification of Finalists:	Date, 05/11/2011
Interviews Week of:	Date, 05/16/2011 – 05/18/2011
BOS Approval:	Date, 05/24/2011
Work to Begin:	Date, 06/01/2011

The Bidder is encouraged to include a timeline of major milestone events as they relate to this project.

8. Submission of Proposal

- Please furnish one original and **five (5)** copies of your proposal.
- The deadline for submission of the RFP is Friday, April 29, 2011 at 9 AM.

RFP must be submitted in a sealed envelope marked "Hudson Fire Department – Hazardous Material Plan Revision and Update"

Delivered or mailed to:
Hudson Town Clerks Office
C/O Patty Barry
12 School St.
Hudson, NH 03051

- Any proposal received after such date and time will not be accepted. Facsimile or electronic versions are not acceptable.

Terms and Conditions

- Proposals shall remain valid for ninety (90) days.
- The Hudson Fire Department reserves the right to select the firm it feels is most qualified based on the information submitted, waive any informalities or irregularities and to choose a firm determined to be able to perform in the best interests of the Town of Hudson.

Contact

Address all questions or comments to:

Primary Contact for additional information or clarification is to:

Deputy Chief Robert Buxton

Hudson Fire Department

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Secondary Contact:

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Hudson Fire Department

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