

# **Wastewater System Operator Training Program Request for Proposals**

## **I. Introduction:**

The NH Department of Environmental Services Wastewater Engineering Bureau (WWEB) is issuing this request for proposals to provide relevant technical training to wastewater system operators in New Hampshire. WWEB has allocated \$41,570 for this program. Subject to availability of such funds (\$41,570) the contract will be awarded to an eligible candidate.

## **II. Background:**

Since 1981 per rule ENV-WS901 the state of New Hampshire has required wastewater systems (WWTF) to have a certified operator equal to the grade of the treatment system that is operated. Licensed wastewater operators are required to attend a designated amount of training (20 hours per two year period) to maintain an active license. WWEB received several grants from EPA over the years specifically for the training and certification of wastewater operators and for technical assistance for WWTF in New Hampshire. NH Department of Environmental Services through an established Education Committee holds meetings and conducts surveys to identify the need for quality, in-depth, and focused technical and managerial training topics that are offered at the State of New Hampshire Training Facility in Franklin, NH.

**III. Scope of Work:** The successful applicant must be able to address the following in their work plan:

The applicant must be an independent organization committed to providing quality, in-depth, and focused continuing educational training to wastewater system operators. The program should include a wide ranging course list from which WWEB-Operations Section and the associated Education Committee can choose to best suit the specific training needs of NH operators. The courses are to be completed between April, 2012 and December 31, 2013. WWEB-Operations Section will provide the training facility in Franklin, NH for all course offerings. WWEB-Operations Section intends to use these funds to pay the organization for the instructor fees and expenses associated with each completed course.

The applicant shall disclose:

- 1) The overhead and organizational administrative fees relative to developing this program.
- 2) What means will be used for student registration of each class
- 3) The number of five (5) hour courses that can be offered for the contract price.

**IV. Form of Proposal:** The proposal should include the following information:

- 1) A detailed project approach and schedule that describes how each of the specified tasks will be accomplished within the project period and who will be assigned the work involved.

- 2) List of available course offerings;
- 3) Description of qualifications relative to training wastewater system operators, and NH Wastewater Programs. The content of this requirement shall include:
  - a. the organization's history of course development and training program development,
  - b. the number of years of involvement with this type of training and in what locations.
- 4) Instructor qualifications; and
- 5) Cost proposal per course.

**V. Evaluation Criteria:** All proposals will be evaluated according to the following criteria.

- ❑ Ability of the applicant to clearly and successfully address the Scope of Work.
- ❑ Ability of the applicant to complete the project between date of the award and December 31, 2013.
- ❑ Demonstrated knowledge and experience in providing training to wastewater systems operators.
- ❑ The WWEB selection committee will score and rank the proposals based on the following weighting of the above criteria:
- ❑
 

• Demonstrated Training Experience of Presenters	25%
• Applicability and relevance of course content	25%
• Training Experience in the Subject Matter	20%
• Knowledge of Wastewater System Operations	15%
• Knowledge of NH Wastewater Programs	15%

**VI. Proposal Submittal Date:**

Three (3) copies of the proposal must be submitted no later than February 17, 2012, by 4:00 p.m. eastern standard time to:

**NHDES**  
**Wastewater Engineering Bureau – Operations Section**  
**Ken Kessler**  
**29 Hazen Drive, PO Box 95**  
**Concord, NH 03302-0095**

Proposals received after 4:00 p.m. on February 17, 2012 will be disqualified from further consideration.

**VII. Contact Person:** All inquiries relating to this Request for Proposals shall be made to:

Ken Kessler  
Wastewater Engineering Bureau  
NH Department of Environmental Services  
29 Hazen Drive; PO Box 95  
Concord NH 03302-0095

E-mail [kenneth.kessler@des.nh.gov](mailto:kenneth.kessler@des.nh.gov)

Phone (603) 271-3549

Fax (603) 271-4128

**VIII. Review Process and General Information:**

All proposals will be reviewed by the WWEB-Operations Section. The selection will be based upon the applicant's ability to meet the stated criteria listed above. This program is competitive and all eligible organizations may apply. Upon receipt, all proposals will be evaluated on the above criteria. The WWEB reserves the right to interview the top candidates before making a final selection. Candidates may be contacted to provide further clarification. The successful candidate will be expected to enter into a standard State of New Hampshire Contract Agreement (attached form P-37), excepting a minimum insurance coverage requirement of \$1,000,000 per incident.