



# **Municipal Services Facilities Request for Qualifications (RFQ 2021- 007) Town of Salem**

**February 2021**

**Nicole McGee, Finance Director  
Christine Wholley, Purchasing Agent**

**Christopher A. Dillon, Town Manager**

**SALEM MUNICIPAL SERVICES**  
**ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES**

Roy E Sorenson, Director  
603-890-2154

**TOWN OF SALEM**

**NEW HAMPSHIRE**

**REQUEST FOR QUALIFICATIONS**

The Town of Salem is seeking qualification-based proposals from firms for professional services for the following:

**RFQ 2021-007 MUNICIPAL SERVICES FACILITIES**

Design Engineer firms are invited to submit qualification-based proposals for professional services associated with the DPW Facility located at 21 Cross Street. The Town of Salem is seeking to select and contract with a qualified firm for services that include but are not limited to: A facility study and/or master plan, feasibility report, presentation services, engineering services, design services, permitting assistance, bid and proposal development services, construction and contract administration, and cost/benefit analysis for rehabilitation or construction of a new consolidated Municipal Services Facility. Scope and Fee will be established after selection.

Proposals are welcomed and will be received by Christine Wholley - Purchasing Agent, Town of Salem, New Hampshire on or before **March 19, 2021, 1:00 PM** at the Purchasing Department, Town Hall, 33 Geremonty Avenue, Salem NH 03079.

One (1) signed original hard copy, three (3) separate hard copies, and one (1) electronic copy (in PDF format on a portable USB flash drive) of the qualifications proposal which shall be submitted in a secure package clearly marked **"RFQ 2021-007 MUNICIPAL SERVICES FACILITIES"**

Proposals delivered after the appointed time and date will not be considered.

General information, proposal instructions, and the scope of work are available at the Town Purchasing Department Website:

[Current Bids, Proposals and Awards | Salem NH \(townofsalemnh.org\)](http://townofsalemnh.org)

The Town of Salem NH reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this Request for Qualifications if it is in the Town's best interest to do so.

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## 1. Introduction

The Town of Salem (TOWN) invites proposals from qualified firms (CONSULTANT) for professional services associated with the planning/studying, design, new construction, and renovation of the DPW Facility located at 21 Cross Street. CONSULTANT's are requested to submit their proposals to the Purchasing Agent, at the Town Hall, 33 Geremonty Drive, Salem, NH, in accordance with the instructions contained within this Request for Qualifications (RFQ).

Notice of this RFQ will be published on the week of February 14, 2021 in the Lawrence Eagle Tribune (weekly daily newspaper covering the Merrimack Valley and Essex County, Massachusetts, and southern New Hampshire), Union Leader (weekly daily newspaper of Manchester NH and covering southern New Hampshire), Portsmouth Herald (six-day daily newspaper serving greater Portsmouth New Hampshire), and posted on the TOWN website:

[Current Bids, Proposals and Awards | Salem NH \(townofsaalemnh.org\)](http://townofsaalemnh.org)

The TOWN will accept proposals delivered in person or by mail. All proposals must be received by 1:00 p.m. on March 19, 2021 to be considered. **Proposals submitted by fax or email will not be considered.** One (1) signed original hard copy, three (3) separate hard copies, and one (1) electronic copy (in PDF format on a portable USB flash drive) of the qualification's proposal shall be submitted in a secure package. All proposals must be submitted to:

Christine Wholley –Purchasing Agent  
Salem Town Hall  
33 Geremonty Drive  
Salem, NH 03079

This is not a price competition, but rather the TOWN's decision will be based upon CONSULTANT's qualifications and experience with similar projects. The TOWN will evaluate proposals and enter negotiations with the highest scoring proposer. If unsuccessful, the TOWN may attempt to negotiate with the second highest scoring proposer. CONSULTANT's must be a qualified design engineering firm, licensed to practice in the State of New Hampshire, with the ability to provide sufficient documentation and references as to their abilities.

The TOWN reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this RFQ if it is in the TOWN's best interest to do so.

## 2. Submission Deadline and Instructions

CONSULTANT's are requested to submit proposals clearly marked "**RFQ 2021-007 MUNICIPAL SERVICES FACILITIES**" with the CONSULTANT's name and address on the front. One (1) signed original hard copy, three (3) separate hard copies, and one (1) electronic copy (in PDF format on a portable USB flash drive) of the qualification's proposal shall be submitted in a secure package. **Proposals submitted by fax or email will not be considered.**

CONSULTANT's must also execute and include in the sealed submission, the Non-Collusion Statement, Acknowledge Addendum (if applicable), and the Tax Certificate W-9 form. All proposals become the property of the Town of which has the right to disclose information contained in the proposals once awards have been made.

All outer envelopes/packages must be labeled **"RFQ 2021-007 MUNICIPAL SERVICES FACILITIES"** with the CONSULTANT's name and address on the front, addressed to:

Christine Wholley – Purchasing Agent  
Salem Town Hall  
33 Geremonty Drive  
Salem, NH 03079

No proposals will be accepted after the time and date noted. Late delivery of materials due to any type of delivery system shall be cause for rejection. Proposals must be signed through the Cover letter (Section 8a) by the individual, partner, or designated representative for the CONSULTANT who is authorized to enter into contracts. Proposals may be dropped off in person at the front counter, front entrance lobby in Town Hall. Due to Covid-19, Salem Town Hall is now open to the public from 8:30-11:30 AM and 2:00-4:00 PM on Monday through Friday. There is a drop box located outside of the front entrance for off/after hour deliveries.

### **3. Questions, Addendum, or Proposal Modification**

Questions concerning this RFQ must be submitted in writing or email to the TOWN Contact Person:

Roy E Sorenson  
Salem Municipal Services  
21 Cross Street  
Salem, NH 03079  
Email: [rsorenson@salemnh.gov](mailto:rsorenson@salemnh.gov)

Questions/inquiries must be received by 5:00 p.m. on March 9, 2021 to be considered. Questions/inquiries may be delivered, mailed, or emailed. Written responses will be posted on the TOWN's website: [Current Bids, Proposals and Awards | Salem NH \(townofsalemnh.org\)](https://townofsalemnh.org) by Addendum by 1:00 p.m. on March 11, 2021.

If any changes are made to this RFQ, an Addendum will be posted on the TOWN's website. It is the sole responsibility of the CONSULTANT to ascertain the existence of any addenda and/or modifications issued by the TOWN. As this RFQ has been published on the TOWN's website, all CONSULTANTS are responsible for checking the website for any addenda and /or modifications that are subsequently made to this RFQ.

The TOWN accepts no liability for and will provide no accommodations to CONSULTANTS who fail to check for addendums and/or modifications to this RFQ and subsequently submit inadequate or incorrect proposal.

All proposals submitted in response to this RFQ shall remain firm for sixty (60) days following the submittal deadline. It is anticipated that the contract will be awarded within thirty (30) days after the submittal deadline.

The CONSULTANT is not to communicate directly with any employee of the TOWN, except as specified in this RFQ and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFQ.

The CONSULTANT may communicate with the Contact Person (Roy E Sorenson) for this RFQ in the event this RFQ is incomplete or the bidder is having trouble obtaining any part of the RFQ electronically through the Town website including, and without limitation, any form and/or attachments.

#### **4. Modifications to Proposal**

The CONSULTANT may correct, modify, or withdraw a proposal by written notice received by the TOWN prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_\_\_." Each modification must be numbered in sequence and must reference the original RFQ.

#### **5. Pre-Proposal Conference/Briefing**

Due to COVID-19 pandemic, there will be no scheduled pre-proposal walk through for this project. See Appendix C, D, E, and F for general site and building information.

#### **6. General Project Narrative**

The TOWN wishes to select a CONSULTANT to provide all relative services defined herein for a new consolidated Municipal Services Facility at the current site of the Department of Public Works (DPW) - 21 Cross Street. Municipal Services is comprised of three divisions including Public Works, Engineering, and Utilities. The Engineering Division currently operates out of Town Hall and the Utilities Division (Water/Sewer), including Distribution, which operate out of the Canobie Lake Water Treatment Plant. It is the intention of this RFQ to contract with a CONSULTANT that has the full ability for project development including but not limited to; facility study and/or master plan, presentation services, engineering services, design services, permitting assistance, bid and proposal development services, construction and contract administration, grants application and administration, feasibility reports, and cost/benefit analysis among other things.

Municipal Services provides resources to a population of approximately 30,000 residents, is responsible for maintaining among other things over 185 miles of roads, 35 miles of sidewalk, 18 municipal bridges, 5,000 catch basins, 150 miles of water main, 80 miles of sewer main, 1,600 sewer manholes, 15 town buildings, 3 dams, and a water treatment. The Department's average annual Capital Improvements Plan budget is roughly \$10M and its annual operations and maintenance budget is roughly \$15M. The TOWN's existing DPW is situated on a 5.8-acre parcel which includes three structures and the Town fueling facility. The fueling island and tanks were replaced in 2014 and shall not be considered for this project. The main administration building is 14,630 square feet and houses the administration and work force of Public Works moreover the location for the office of the Municipal Services Director, for a total of 22 employees. The sections that maintain and operate the public infrastructure and work out of the current facility include: Streets, Fleet, and Vehicle Maintenance.

Parks and Properties work out of the Pine Grove Cemetery Building and Solid Waste occupies space at the Transfer Station. It is anticipated that the project would bring all divisions to this central site exclusive of solid waste and water treatment personnel bringing the total number of employees to 30.

As stated above the DPW building is one of three physical structures on the property – see Appendix C. The DPW building was a garage for the highway agent constructed at some point in the early 1960's (Building 1) with a much larger addition (Building 2) constructed and attached in the 1970's to house more equipment. The final addition (Building 3 & 4) was built in the late 1980's when Public Works became an official TOWN department. Building 4 houses administration, break room, locker room, and bathrooms. The buildings are masonry block construction with wood and steel truss supports for the roof systems. There have been several interior adjustments and/or remodels made over time particularly in the office areas. There is a small locker room and nominal break room all of which is shared by administration and labor forces. There is a singular separate women's restroom with one toilet whereas the men's restroom has two urinals and one toilet. The facilities are inadequate notwithstanding winter operations which more than doubles normal occupancy of the building. Fleet maintenance occupies the largest square footage space of the building but is limited in its functionality as large CDL rated vehicles cannot be put on lifts for repairs due to ceiling height restrictions. The only lifts in the fleet area are two Mohawk 12,000 lb, 3-stage lifts. The back portion of the building is similar in square footage to the fleet area and is used for storing large vehicles particularly during the winter. This area was used to wash out vehicles previously however the TOWN was directed by NHDES to cease and desist as the uncontained outfall led to Policy Brook. Reference Appendix D for interior layout and site narrative, and Appendix E for Building Images.

The two buildings constructed on the back-side of the property are Cold Storage (Building 5) and the Salt Shed (Building 6) both of which were constructed in the late 1990's. Cold Storage is a 10,000 square foot typical sheet metal, I-beam post and rail constructed building with a reinforced concrete floor with excessive clearance height. The front side of the building is open to the elements and its primary function is to house off seasonal equipment, materials, and stock. The Salt Barn is 5,000 square foot building constructed of reinforced concrete floor and foundation push walls with a wood plywood panel board skin and truss style roof. Reference Appendix F for site information from the TOWN's SWPPP- MS4 Permit.

The CONSULTANT chosen through this RFQ must be able to produce an initial Facility Study in short order for consideration of design costs to be included in the 2022 TOWN budget. The TOWN operates on a Fiscal year with budget preparation beginning in July. The Facility Study may include but not limited to, needs assessment, facility programming, building/site concepts, development budget, phasing, and cost benefit analysis. The proposed project development includes the rehabilitation and reprogramming of the current buildings on site which for the most part offer feasible rehabilitation opportunity. A much needed large, automated truck wash shall be considered notwithstanding upgrades for all site deficiencies noted in Appendix F. It is imperative that the CONSULTANT has previous experience with this type of facility and project moreover they must definitively demonstrate that in their proposal.

The TOWN is traditionally conservative with its tax rate and any potential large warrants or funding requests are examined and scrutinized accordingly by boards, committees, and residents notwithstanding competing with Salem School requests. In general town buildings including DPW have been a subject of much discussion over the past three years as most of the public facilities are more than fifty years old, overcrowded, and in need of immediate upgrades or new construction. The most recent effort for a new building was a Public Safety Complex (\$24,000,000) for Police and Fire which failed to pass town vote approval during 2015.

The CONSULTANT must be able to present a comprehensive plan in a responsible manner understanding the certain challenges presented in the TOWN. The CONSULTANT selected may be retained and procured for similar efforts albeit not as extensive as those outlined in this RFQ for other facilities including the Solid Waste/Recycle Building at the Transfer Station and the Maintenance Building at Pine Grove Cemetery.

## 7. Minimum Qualifications

Each CONSULTANT must demonstrate that it meets the following minimum qualifications:

- a) The CONSULTANT shall be a firm who is registered by the State of New Hampshire as a design professional engineer and/or architect, and who has at least fifteen (15) years experience all-inclusive of facility study and/or master planning, presentation services, engineering services, design services, permitting assistance, bid and proposal development services, construction and contract administration, feasibility reports, and cost/benefit analysis among for rehabilitation or construction of buildings. In documenting this qualification, the CONSULTANT should describe the professional background of the firm and the extent of previous experience of firm personnel to be assigned to the project and identify the anticipated role that each will play in the project.
- b) The CONSULTANT shall have completed or been involved in at least five (5) projects that were for public buildings, ***preferably DPW facilities***, that included facility study and/or master planning, presentation services, engineering services, design services, permitting assistance, bid and proposal development services, construction and contract administration, feasibility reports, and cost/benefit analysis for rehabilitation or construction of buildings.
- c) Possess all necessary current licenses and registrations, either within the firm or through sub-contracted consultants, to perform the work.
- d) Provide evidence of insurance for general liability, automobile, worker's compensation (statutory) and professional services liability, as required.

Comprehensive General Liability	\$ 1,000,000/\$ 3,000,000
Auto Liability: Property Damage	\$ 1,000,000/\$ 1,000,000
Personal Injury	\$ 1,000,000/\$ 3,000,000
Workmen's Compensation	as required by the State of New Hampshire

- e) Provide a letter of recommendation from a public official explaining the deliverables provided to said municipality involving a project relative to those qualifications required of this request.
- f) The CONSULTANT shall comply with all applicable federal, state, and local laws and regulations and must not be debarred from State or Federal projects.
- g) Complete submission of required statements and forms.



## 8. Qualifications Based Proposal

The CONSULTANT shall submit One (1) signed original hard copy, three (3) separate hard copies, and one (1) electronic copy (in PDF format on a portable USB flash drive) of the qualification's proposal. The four (4) submissions shall be bound and not have any loose pages or material. Each section of criteria shall be its own, i.e., a new section should not begin on the backside of the previous section. Double sided pages count as two pages. The one (1) electronic copy shall be identical to the physical proposal including a separate document for the Public Presentation described below in Section 8g. There shall be no additional or promotional items included and/or as separate documents on the flash drive. Text should be sized eleven (11) or better for main wording while footnotes or picture text if applicable can be as small as eight (8).

The proposal should be as follows:

- a) **Cover Letter – one (1) page:** A Cover Letter identifying the CONSULTANT, their place of business, name, and telephone number of the person to contact regarding the subject RFQ. The Cover Letter shall be authored and signed by an individual, partner, or designated representative of the CONSULTANT that is sanctioned to enter into contracts – This is the One (1) signed original hard copy whereas the other three (3) may be copies. The Cover Letter should be formal and intelligible yet clearly demonstrate the CONSULTANT's candidacy for this request.
- b) **Knowledge and Experience – one (1) page:** This should be a more detailed narrative from the CONSULTANT of qualifications that includes a summary of experience specifically addressing Section 7a of this this request.
- c) **Team Lead – one (1) page:** A resume for the CONSULTANT'S designee to be placed in charge to manage the services included in the RFQ and who will be the direct point of contact with the TOWN. The resume may include experiences or accomplishments of the designee at a previous employer however the TOWN would prefer that the designee have at least been Team Lead on a minimum of two (2) projects in whole for the CONSULTANT.
- d) **Key Personnel – one (1) page:** Additional staff employed by the CONSULTANT that will be utilized for any or all specific services included in the RFQ. Please illustrate strengths, licenses, and certifications of which may include experiences or accomplishments by Key Personnel at a previous employer.
- e) **Subcontractors – one (1) page:** Include professional subcontractors that the CONSULTANT has used, will use, worked for or collectively with on similar projects. Additionally, the CONSULTANT may include themselves here should they have filled a role as such on a publicly bid project associated with an Owners Project Manager.
- f) **Projects – five (5) pages maximum:** This should be a more detailed narrative from the CONSULTANT describing and establishing the requirements detailed in Section 7b of this request. Projects completed are NOT limited to New Hampshire.

**g) Public Presentation: Two Parts**

- (i) Project - One (1) page:** Project narrative or outline, purpose, and audience of the Public Presentation.
  - (ii) PDF Document on the USB Drive:** A PDF of a Presentation that was previously done by the CONSULTANT to deliver and/or promote a project to a respective town committee, town board, public, or other interested parties. *For example:* a completed Feasibility/Facility Study presenting findings including next steps: a pre-design development budget with colored conceptual building and site plans, conceptual 3D site modeling, architectural and engineering design renderings, construction cost estimate associated with the project, construction administration, and all costs including inflation considering deferment.
- h) Letter of Recommendation – one (1) page:** A Letter of Recommendation signed by a public official explaining the deliverables provided to the municipality involving a project by CONSULTANT relative to those qualifications required of this request.
- i) References – one (1) page:** A list of not less than five relevant references must be included. References may be contacted after selection to determine if the CONSULTANT is responsive and responsible.

The CONSULTANT shall include one (1) signed acknowledgement of the following respectively to be included in the submission separate from the bound Qualifications Proposal:

- NON-COLLUSION STATEMENT
- ACKNOWLEDGEMENT OF ADDENDUM (IF APPLICABLE)
- COMPLETED AND SIGNED W-9

**9. Comparative Evaluation Criteria**

All proposals will be evaluated based upon the specific comparative evaluation criteria. The following point schedule will be utilized:

<b>Highly Advantageous*</b>	3-5 points	Response excels on the specific criterion
<b>Advantageous</b>	2 points	Response meets evaluation standard for the criterion
<b>Least Advantageous</b>	1 point	Response does not fully meet the criterion or leaves a question or issue not fully addressed
<b>Does Not Meet</b>	0 points	Does not address the criterion

\* The CONSULTANT is reminded of the following in Section 7b: “*preferably DPW facilities*”

The following will be evaluated and scored accordingly:

- a) **Qualifications Based Proposal** - Quality of submission by CONSULTANT to clearly illustrate its ability, submission readability, correct use of grammar and syntax, responsiveness to format and instructions of the RFQ, and understanding of the TOWN's request.
- **Highly Advantageous** - Provided a professionally organized proposal following all guidelines for format and materials. Proposal was comprehensive yet readable meeting all understanding of the RFQ and established the ability of the CONSULTANT.
  - **Advantageous** – Provided a professionally organized proposal meeting most guidelines for format and materials. Proposal was comprehensive but consuming and challenging to read meeting most understanding of the RFQ. Mostly established the ability of the CONSULTANT.
  - **Least Advantageous** – Provided an inadequate proposal that missed on most of the guidelines for format and materials. Proposal struggled to meet the understanding of the RFQ and failed to establish the ability of the CONSULTANT.
  - **Does Not Meet** – Proposal did not demonstrate an understanding of the RFQ.
- b) **Knowledge and Experience** – The CONSULTANT shall be a firm who is registered by the State of New Hampshire as a design professional engineer and/or architect, and who has at least ten (10) years experience all-inclusive of facility study and/or master planning, presentation services, engineering services, design services, permitting assistance, bid and proposal development services, construction and contract administration, feasibility reports, and cost/benefit analysis among for rehabilitation or construction of buildings.
- **Highly Advantageous** – The CONSULTANT is a firm who is registered by the State of New Hampshire as a design professional engineer and/or architect, and who has more than fifteen (15) years experience all-inclusive of qualifications requested.
  - **Advantageous** – The CONSULTANT is firm who is registered by the State of New Hampshire as a design professional engineer and/or architect, and who has eleven (11) to fifteen (15) years experience all-inclusive of qualifications requested.
  - **Least Advantageous** – The CONSULTANT is firm who is registered by the State of New Hampshire as a design professional engineer and/or architect, and who has ten (10) years experience all-inclusive of qualifications requested.
  - **Does Not Meet** – The CONSULTANT is firm who is registered by the State of New Hampshire as a design professional engineer and/or architect, and who has less than ten (10) years experience all-inclusive of qualifications requested.
- c) **Team Lead** - A resume for the CONSULTANT'S designee to be placed in charge to manage the services included in the RFQ and who will be the direct point of contact with the TOWN. The resume may include experiences or accomplishments of the designee at a previous employer however the TOWN would prefer that the designee have at least been Team Lead on a minimum of two projects in whole for the CONSULTANT.
- **Highly Advantageous** – The CONSULTANT's **Team Lead** is a licensed professional engineer and/or architect, and who has more than ten (10) years experience all-inclusive of qualifications requested, has been involved directly as a lead role in seven (7) or more

projects, including at least four (4) projects as an employee of the CONSULTANT.

- **Advantageous** – The CONSULTANT's **Team Lead** is a licensed professional engineer and/or architect, and who has more than seven (7) years experience all-inclusive of qualifications requested, has been involved directly as a lead role in five (5) or more projects, including at least three (3) projects as an employee of the CONSULTANT.
- **Least Advantageous** – The CONSULTANT's **Team Lead** is a licensed professional engineer and/or architect, and who has more than five (5) years experience all-inclusive of qualifications requested, has been involved directly as a lead role in three (3) or more projects, including at least two (2) projects as an employee of the CONSULTANT.
- **Does Not Meet** – The CONSULTANT's **Team Lead** is a licensed professional engineer and/or architect, and who has more than five (5) years experience all-inclusive of qualifications requested, has been involved directly as a lead role in two (2) or more projects, including at least one (1) project as an employee of the CONSULTANT.

d) **Key Personnel** - Additional staff employed by the CONSULTANT that will be utilized for any or all specific services included in the RFQ. Please illustrate strengths, licenses, and certifications of which may include experiences or accomplishments by Key Personnel at a previous employer.

- **Highly Advantageous** – The CONSULTANT's **Key Personnel** include registered State of New Hampshire design professional engineers and/or architects. Cumulative experience is more than fifty (50) years and support the full range of qualifications and specific guidelines set forth herein.
- **Advantageous** – The CONSULTANT's **Key Personnel** include registered State of New Hampshire design professional engineers and/or architects. Cumulative experience is more than forty (40) years and support the full range of qualifications and specific guidelines set forth herein.
- **Least Advantageous** – The CONSULTANT's **Key Personnel** include registered State of New Hampshire design professional engineers and/or architects. Cumulative experience is more than thirty (30) years and support most of the qualifications and specific guidelines set forth herein.
- **Does Not Meet** – The CONSULTANT's **Key Personnel** include registered State of New Hampshire design professional engineers and/or architects. Cumulative experience is less than thirty (30) years and support some of the qualifications and specific guidelines set forth herein.

e) **Projects** - The CONSULTANT shall have completed or been involved in at least five (5) projects that were for public buildings, **preferably DPW facilities**, that included facility study and/or master planning, presentation services, engineering services, design services, permitting assistance, bid and proposal development services, construction and contract administration, feasibility reports, and cost/benefit analysis for rehabilitation or construction of buildings.

- **Highly Advantageous** – The CONSULTANT has completed or been involved at least ten (10) or more projects that were for public buildings including five (5) or more DPW facilities.
- **Advantageous** – The CONSULTANT has completed or been involved in five (5) to nine (9) projects that were for public buildings including three (3) or more DPW facilities.
- **Least Advantageous** – The CONSULTANT has completed or been involved in at least five

- (5) projects that were for public buildings including at least two (2) DPW facilities.
- **Does Not Meet** – The CONSULTANT has completed or been involved in less than (5) projects that were for public buildings including DPW facilities.
- f) **Public Presentation – Part (ii) ONLY, PDF Document on the USB Drive:** A PDF of a Presentation that was previously done by the CONSULTANT to present a project to a respective town committee, town boards, public, and other interested parties.
- **Highly Advantageous** – The CONSULTANT's presentation was professionally done, technical but precise, informative, and specific to the objective and the audience.
  - **Advantageous** – The CONSULTANT's presentation was professionally done, somewhat technically challenging, informative, met the objective and the audience.
  - **Least Advantageous** – The CONSULTANT's presentation was professionally done, overly technical, rambling, met the objective but may have lost the audience.
  - **Does Not Meet** – The CONSULTANT's presentation was unprofessional and misguided, overly technical, and too long.

## 10. Awarding of Contract

The TOWN, at its sole discretion, may schedule interviews with the three highest CONSULTANTS. In lieu of the interview process, The TOWN may elect to commence negotiations with the highest qualified CONSULTANT. The TOWN will rank the CONSULTANTS based on consideration of the minimum criteria/qualifications, the comparative evaluation criteria, and the interview (if applicable).

The TOWN will begin discussion of final scope of services and fee negotiations with the top ranked CONSULTANT. If unsuccessful in the negotiations, the TOWN may attempt to negotiate with the next higher scoring CONSULTANT (and repeat that process) until successful. If negotiations with one or more of the finalists prove unsuccessful, the TOWN may reject all proposals and may choose to readvertise the RFQ if deemed in the best interest to do so. It is the TOWN's intent to finalize a professional services agreement and commence work by April 1, 2020.

## **APPENDIX A**

**NON-COLLUSION STATEMENT**

**“RFQ 2021-007 MUNICIPAL SERVICES FACILITIES”**

The Undersigned certifies, under penalties of perjury, that this proposal in all respects is authentic, accurate, and made without collusion or fraud with any other person. As used in this paragraph, the “person” shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Title\_\_\_\_\_

Signature\_\_\_\_\_

Company\_\_\_\_\_

## **APPENDIX B**



**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM**

**“RFQ 2021-007 MUNICIPAL SERVICES FACILITIES”**

Acknowledgement of receipt of Addendum # \_\_\_\_\_ through  
**(date)** \_\_\_\_\_, **2020**

Acknowledgement of receipt of Addendum # \_\_\_\_\_ through  
**(date)** \_\_\_\_\_, **2020**

Acknowledgement of receipt of Addendum # \_\_\_\_\_ through  
**(date)** \_\_\_\_\_, **2020**

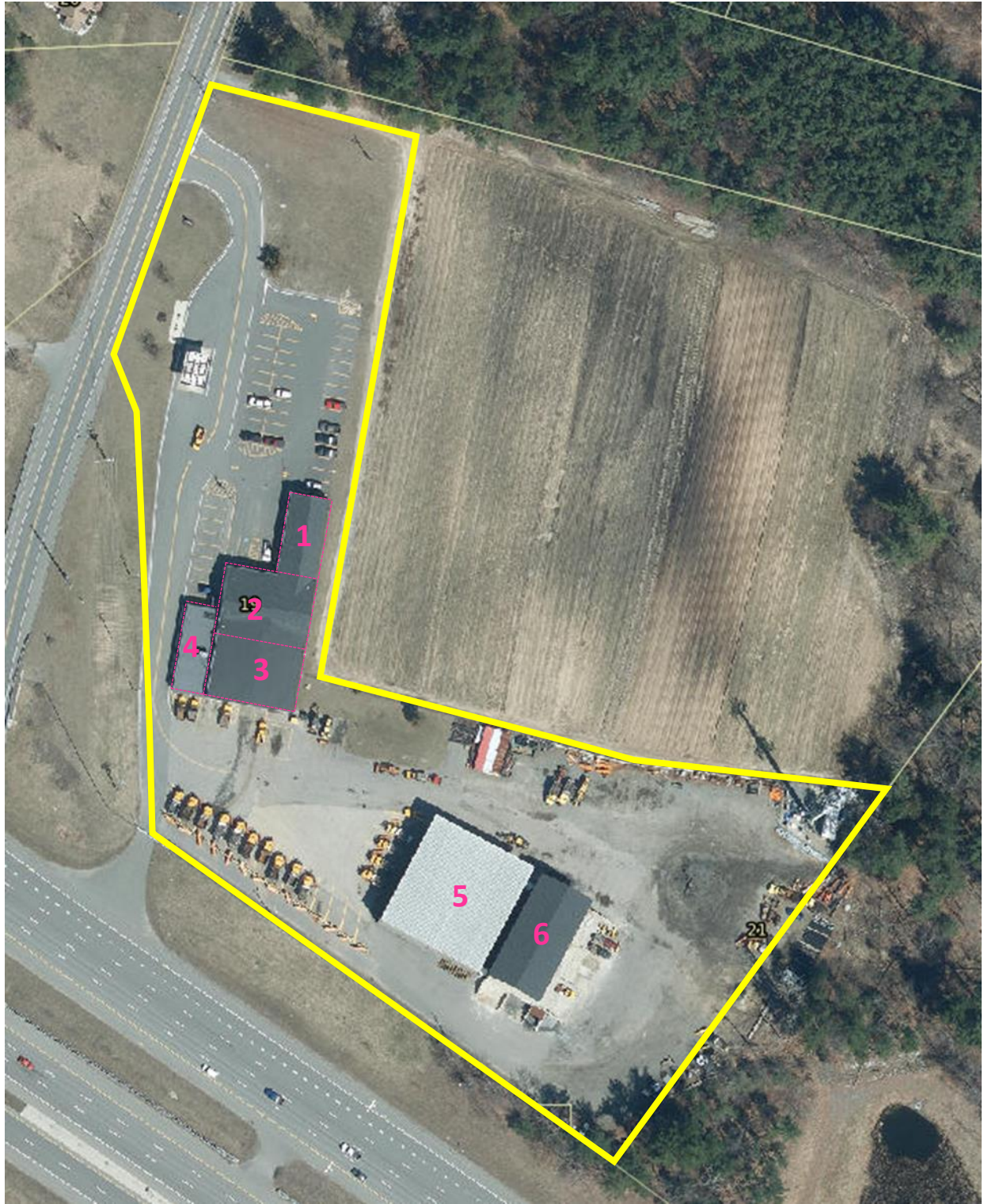
Acknowledgement of receipt of Addendum # \_\_\_\_\_ through  
**(date)** \_\_\_\_\_, **2020**

Title \_\_\_\_\_

Signature \_\_\_\_\_

Company \_\_\_\_\_

## **APPENDIX C**



## **APPENDIX D**

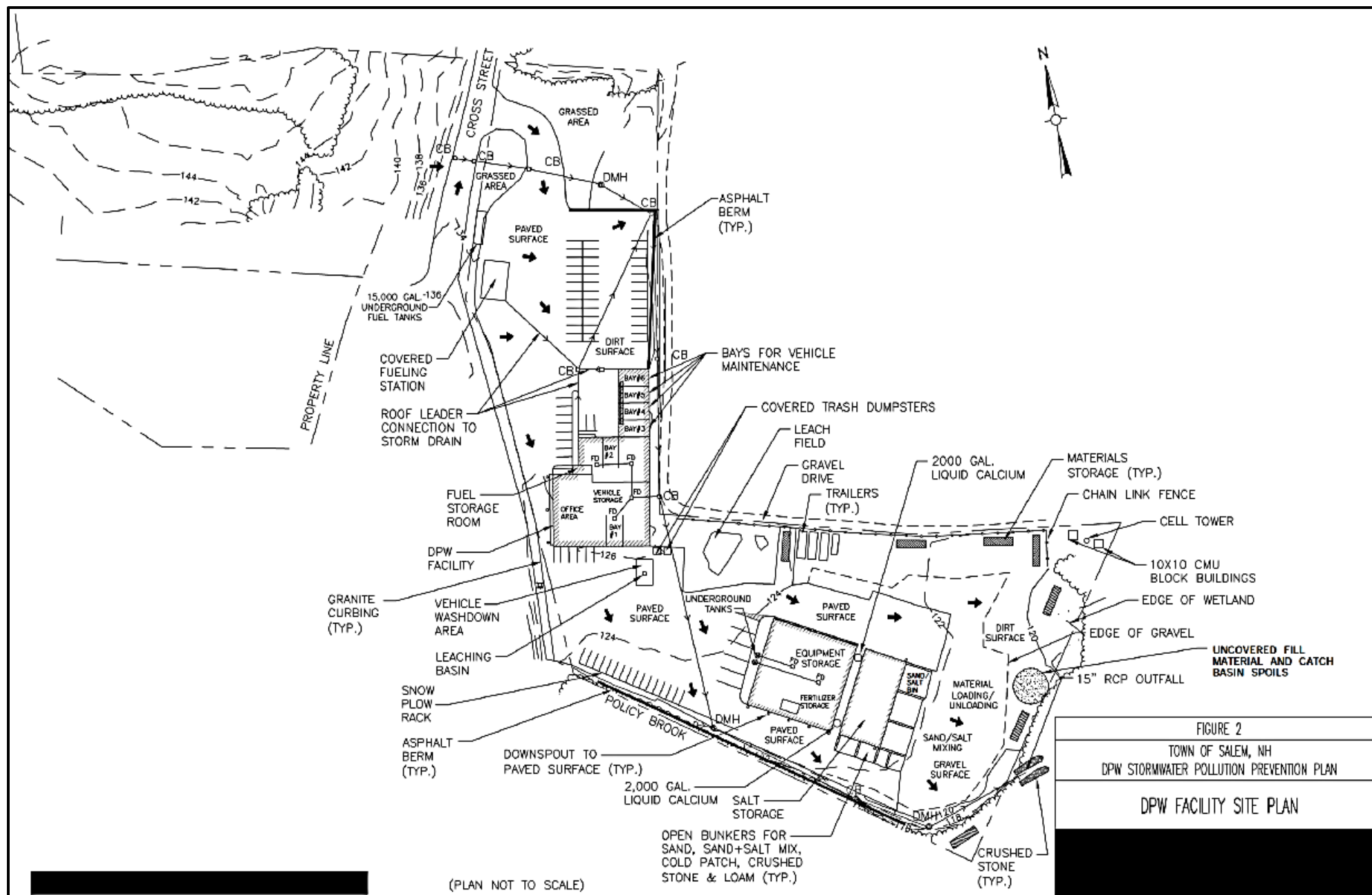


FIGURE 2  
TOWN OF SALEM, NH  
DPW STORMWATER POLLUTION PREVENTION PLAN  
DPW FACILITY SITE PLAN

## **APPENDIX E**





*Figure 1: DPW FRONT*



*Figure 2: DPW BACK GARAGE*



*Figure 1: COLD STORAGE FRONT*



*Figure 4: INSIDE COLD STORAGE*



Figure 5: SALT SHED FRONT



Figure 6: SALT SHED BACK CORNER

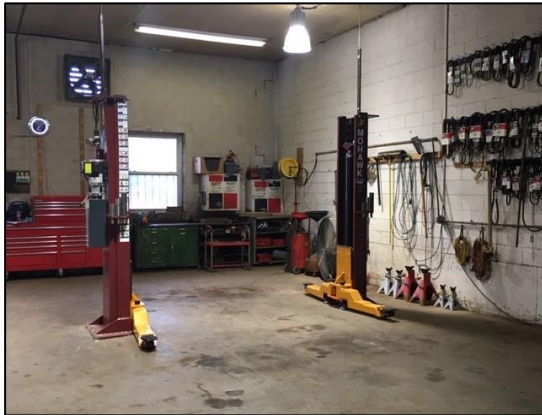


Figure 7: REPAIR BAY SMALL LIFT



Figure 8: REPAIR BAY LARGE TRUCK



Figure 9: MENS BATHROOM



Figure 10: FRONT ADMIN AREA



Figure 11: BACK GARAGE INSIDE



Figure 12: LOCKER ROOM



## **APPENDIX F**

## **3.0 DETAILED FACILITY ASSESSMENT**

### **3.1 Site Description**

The Town of Salem's Department of Public Works (DPW) Facility is located at 21 Cross Street; Salem, New Hampshire. The general location of the facility is shown on the USGS Map included as Figure 1 in Appendix A. The facility covers 5.8 acres and includes a six-bay garage with an office, a cold storage building for equipment, and a sand/salt storage shed. A full inventory of vehicles and associated equipment maintained and operated by the DPW is included in Appendix B. Vehicle fueling for DPW vehicles and other municipal vehicles occurs at a covered fueling station at the facility, which was constructed in 2014. Vehicle washing does take place at the facility, but is conducted outside over a leaching basin using biodegradable soap.

Most stormwater onsite is collected by a series of catch basins which eventually discharge to Policy Brook via a gravel-lined drainage channel. Policy Brook is tributary to the Spickett River and impaired for chloride. The drainage system also collects roof runoff from the main DPW Garage and the covered fueling station. Some runoff from the eastern portion of the site flows overland to a wetland to the east of the DPW Facility. There are no stormwater treatment structures onsite.

### **3.2 Site Map**

Figure 2 in Appendix C includes a detailed site map of the facility showing identified potential sources of pollution. The following items are shown on the map:

- Footprints for all buildings and structures.
- Paved areas, including parking areas. Gravel surface areas and unpaved surface areas are also depicted.
- A 15-inch reinforced concrete pipe (RCP) stormwater outfall located at the southeast corner of the site, which discharges upstream of Policy Brook.
- The drainage tributary to this outfall and the direction of stormwater flow on site.
- Drainage on Cross Street, which discharges to the site.
- Adjacent wetlands areas.
- The location of an asphalt berm along the perimeter of the property that retains drainage on site.
- Discharge locations for downspouts associated with buildings and structures on site.
- Locations of the following activities exposed to precipitation or runoff, including:
  - Fueling station (covered)
  - Vehicle/equipment washing and maintenance areas
  - Area for loading/unloading materials
  - Above ground and underground tanks
  - Waste storage and disposal areas, including dumpsters
  - Sand/salt piles and storage sheds
  - Exposed significant materials
- Allowable non-stormwater discharges located on-site (fire hydrant)
- Access roads
- Locations of machinery and equipment

### **3.3 Significant Material Inventory**

Appendix D includes a list of materials used at the DPW Facility, as well as a list of activities that take place at the DPW Facility that are commonly exposed to stormwater. All materials included are also depicted on the site plan included in Figure 2.

### **3.4 Vehicle Wash Water and Wastewater**

At the DPW Facility, vehicle washing takes place outdoors in a designated area over a leaching basin. The leaching area consists of a 16-inch deep bed of 1-1/4-inch washed river stone 20-feet by 40-feet in size over sand. Only biodegradable soap and water are utilized for vehicle washing. Wash water from vehicle or equipment washing operations does not discharge to any waterways, wetlands, or the municipal storm drain system. The vehicle washing station was designed to prevent direct discharges of wash water to Policy Brook.

The Town had been trying to secure state approval and funding of their “Scope and Plan” to construct a new truck wash-down area. They have had various meetings with the state, and it does not appear that the Town will receive any funding for this project from the state. The Town is still exploring other options, including possible construction of a regional truck wash-down facility, but no immediate plans exist.



Vehicle washing area and leaching basin.

### **3.5 Fuel Storage and Vehicle/Equipment Fueling**

The DPW facility stores gas and diesel fuel in a 15,000 gallon, compartmentalized underground storage tank. This tank supplies a covered fueling station, where all municipal vehicles and equipment are fueled. A spill response kit is located near the fueling area, and all employees with access to the fueling station are trained on its location and appropriate use.



Vehicle fueling area.

### **3.6 Stockpile Storage**

There are seven storage bunkers located adjacent to the shed, which store sand, crushed stone, sand/salt mix, cold patch, loam, and spoils, including catch basin cleanings. For the most part, these storage bunkers are uncovered. They are exposed to precipitation and can erode, contributing significant sediment loads to stormwater runoff. If eroded material enters the storm drain system, the sediment can quickly fill the sumps of catch basins, rendering them ineffective. The Town should consider covering the stockpiles, either with secured plastic sheeting or a permanent structure. The stockpile storage area should be swept regularly and kept clean.



Outdoor stockpile areas.

### **3.7 Salt Storage**

The Town stores road salt in an enclosed salt shed located near the southeast corner of the site. Some salt/sand mixture is also stored in an uncovered bin at the northeast corner of the salt shed. Mixing of salt and sand occurs inside the salt shed to the maximum extent practicable. When salt and sand must be mixed outside, the area is swept immediately. Over the past few years, the Town had been trying to secure state approval and funding of their “Scope and Plan” for Salt Mitigation, which includes construction of a new sand/salt storage shed. They have had various meetings with the state, and the Town has been unable to obtain outside funding for this project. The Town hopes to complete this work with Town resources in the future, but no immediate plans exist.



Salt shed.

### **3.8 Spills and Leaks**

There have been no significant (greater than 5 gallon) spills or chronic leaks of oils, toxics or hazardous materials at the DPW Facility in the past 3 years. Many years ago, the facility did have an underground fuel tank that was leaking. Although this tank was removed in 1989, the residual contaminated soil was only removed in 2014, with assistance from the NHDES. When this fuel tank was removed in 1989, it was replaced with a 5,000-gallon gas tank and a 6,000- gallon diesel tank. Those tanks have also since been removed, and a new 15,000-gallon compartmentalized tank has been installed that stores both gasoline and diesel fuel. At the same time as the latest tank installation, a new covered fueling station was installed, which replaced a previously uncovered fueling station. Spill prevention and response procedures are documented in Section 4.6.

### **3.9 Non-Stormwater Discharges**

The connection of the floor drains in the main DPW garage to the drainage system constitutes a non-stormwater discharge and should be disconnected. In compliance with their MS4 Permit, the Town will inspect the 15-inch RC outfall under dry weather conditions to screen for dry weather flow.

### **3.10 Allowable Non-Stormwater Discharges**

Certain stormwater discharges are allowable under the Town’s MS4 Permit, such as potable water,

compressor condensate, irrigation drainage, landscape watering, pavement washing without detergents, and uncontaminated groundwater. To be allowable, these non-stormwater sources must be identified in the SWPPP. The only allowable non-stormwater discharge identified at Salem's DPW Facility is excess water from a fire hydrant used for filling up the jet truck and the street sweeper (see location on Figure 2).

### **3.11 Existing Stormwater Monitoring Data**

The Town of Salem has not performed any stormwater monitoring for its 15-inch outfall at the DPW Facility. Historically, stormwater discharges from the DPW Facility travelled through a channel and into Policy Brook; however, these discharges were found by the NHDES to contain elevated levels of chloride. Improvements have been made to the existing drainage system, including relocation of the existing outfall. However, the existing 15-inch outfall does still discharge upstream of Policy Brook. No other stormwater monitoring data is known to exist. However, outfall screening during both dry and wet weather conditions will be conducted in the future by the Town in accordance with the requirements of their MS4 Permit.

### **3.12 Site Summary (sources of pollution with a high risk of contaminating stormwater)**

This section identifies the areas, activities and/or materials that pose a higher risk of contaminating stormwater. It lists activities undertaken at the DPW Facility and describes pollutants that may be associated with these activities. Appendix E summarizes this information by potential pollution source. The following areas are potential sources of contamination:

- Vehicle and Equipment Washing. Residue on the ground from washing activities, which could include sand, salt, grease, oil and fuel, may contaminate stormwater if it is not fully captured and infiltrated into the leaching basin.
- Sand/ Sand & Salt Mix/Crushed Stone/Loam/Cold Patch. These materials are stored in the seven bunkers located adjacent to the salt storage shed. These bunkers are either uncovered or only partially covered. There is also a downspout from the roof of the salt storage shed, which discharges directly on top of one of the sand piles. These materials are exposed to rain and melting snow, which may allow these materials to be carried with runoff into the drainage system.
- Sand/Salt Mixing. Sand and salt mixing occurs outside on the pavement near the Salt Storage Shed. There is the potential for salt and sand that falls on the ground during mixing operations to be conveyed into the drainage system.
- Uncovered Fill Material. There is a pile of uncovered fill material located in the eastern corner of the site. This pile of fill material is located adjacent to the wetlands area and near the 15-inch RCP outfall, which collects runoff from the entire DPW site and discharges upstream of Policy Brook. Sediment can contaminate stormwater and enter nearby wetlands and Policy Brook.
- Floor Drains. There are floor drains within Bay #1 and Bay #2 of the DPW Facility. These drains connect to the storm drain system. If a spill were to occur inside the building, contaminants could end up in the storm drain system. Vehicle maintenance also occurs in Bay #2. Salt, grease, oil, fuel and any other vehicle fluids have the potential to enter the drainage system.



## **4.0 IMPLEMENTATION**

This section describes practices that are in place or that will be implemented to control materials and activities at the DPW Facility that have the potential to contaminate stormwater.

### **4.1 Good Housekeeping**

Good housekeeping practices are the most effective first step in preventing stormwater pollution. Provided below is a list of good housekeeping practices that have been or will be implemented at Salem's DPW Facility. These include:

- Equipment and vehicles are washed in a designated area. Washwater is directed to a leaching basin. Only water and biodegradable soap are utilized in washing vehicles and equipment.
- Vehicle maintenance is performed within the DPW garage. All changing of fluids and other vehicle maintenance is completed indoors. Additional practices that are currently employed include reducing the amount of solvents/chemicals used through reuse and/or recycling, using alternative products where possible, using spigots/ funnels to minimize drips/leaks, utilizing drip pans when changing fluids, and having absorbing compounds available for employee use in the event of a spill (See Spill Prevention and Response Procedures in Section 4.6).
- Most fluid products and wastes are kept indoors, including waste oil.
- Storage areas are well swept and free from leaking or damaged containers.
- There are no drums, barrels, tanks or similar containers or pallets located outside or near storm drains, with the exception of two bulk liquid calcium tanks that are located between the Equipment Building/Cold Storage Building and the Salt Storage Shed.
- Trash/refuse containers on site are closed when not in use.
- Municipal vehicles are fueled at a covered fueling station. Gas and diesel fuel are stored underground.
- All fertilizer is stored inside within the Equipment Storage/Cold Storage Building. The Town does not utilize herbicides or pesticides. All fertilizer is properly applied according to manufacturer's recommendations and excess fertilizer is disposed of properly.
- Salt is stored within a Salt Storage Shed.
- Spills occurring during addition or removal from sand/salt storage piles or sand/salt mixing are promptly cleaned up.
- Catch basins on site are cleaned once per season. Storm drain pipes on site are inspected annually and cleaned on an as needed basis. The DPW site is also swept once per week to keep clean all exposed areas that are potential sources of pollutants. In addition, the site is also swept immediately following salt operations.
- The existing cesspool was removed and a septic system now serves the facility. The system is inspected twice annually in the fall and the spring, and is pumped regularly.
- Street sweepings are not stored on site, but are brought directly to the Shannon Road Landfill for disposal.
- There are two underground storage tanks located adjacent to the Equipment Building/Cold Storage Building. These tanks are used to collect flow from floor drains within the building, and these tanks are pumped along with the septic system.

Good housekeeping practices that will be implemented, along with the expected date of implementation, at the DPW facility include:

- There are two bulk liquid calcium tanks on site (2,000 gallons each) located outside the Equipment Building/Cold Storage Building and the Salt Storage Shed. The tanks are plastic and neither tank has secondary containment. One of the tanks is at least 15 years old. Within 90 days, both tanks will be inspected on a monthly basis to ensure that any signs of tank deterioration and/or any signs of leaks are identified immediately. All spills from filling and use will also be cleaned up immediately. Spill response kits will be placed nearby.
- Catch basin cleanings are mixed with other spoils stored in an uncovered, unconfined stockpile. The pile will be covered with impermeable sheeting after the completion of seasonal catch basin cleaning and before the spoils are collected for disposal, when regular access to the pile is not necessary.
- The uncovered salt/sand bin located at the northeast corner of the salt shed should be covered with impermeable sheeting when not in use. The pile should be relocated into the salt shed during summer months.

## **4.2 Preventive Maintenance**

A preventive maintenance program that involves inspection and maintenance of stormwater management controls and routine inspection of facility operations to detect faulty equipment has been generated for this facility. Equipment, such as tanks, containers and drums, should be checked regularly for signs of deterioration. The following is a list of preventive maintenance procedures practiced at the DPW facility:

- This facility has written spill prevention and response procedures outlined in the DPW Safety Manual. Staff is aware of spill prevention and response procedures.
- Spill response equipment is located within the DPW Facility at all potential spill areas.
- All transfers to and from tanks are observed by qualified personnel trained in spill response procedures.
- Catch basins are checked and cleaned as needed, usually once per season.
- Hydraulic equipment is kept in good repair to prevent leaks.
- Equipment and vehicles are regularly inspected to avoid situations that may result in leaks, spills, and other releases of pollutants in stormwater to receiving waters.

The following is a list of preventive maintenance measures that will be implemented and the date by which they will be implemented:

- Within 90 days, begin regular inspection of the fueling area for signs of spills or leaks. Hoses and fittings will also be inspected regularly.
- Within 90 days, begin regular inspection of above ground storage tanks for signs of deterioration or leaks. This includes the two bulk liquid calcium tanks on site.



### **4.3 Best Management Practices (BMPs)**

The following is a list of existing and planned Best Management Practices, along with the date of implementation for those planned. The BMPs will prevent or reduce the discharge of potential pollutants in stormwater runoff for each area of concern listed in the Site Summary (Section 3.10).

**Loading and Unloading Areas.** To prevent or reduce the potential of stormwater contamination in the materials loading and unloading areas, the following BMPs will be implemented:

- Material loading and unloading will be done inside whenever possible. A DPW staff member will always be present during loading and unloading operations.
- Within 90 days, an emergency spill kit will be placed in the loading/unloading area.

**Outdoor Storage.** To prevent or reduce the potential of stormwater contamination in outdoor storage areas, the following BMPs will be implemented:

- To the maximum extent practicable, all materials will be located inside or covered to prevent exposure to precipitation, snow, snowmelt and runoff.
- All piles containing salt must be enclosed or covered within two years of the effective date of the Permit for Small Municipal Separate Storm Sewer Systems (MS4 Permit) for New Hampshire, or by July 2020. The Town is already in compliance with this requirement.

**Sand/Salt Mixing.** To prevent or reduce the potential for stormwater contamination, the following BMPs are in place:

- Mixing of sand and salt is performed inside the Salt Storage Shed whenever feasible. When mixing must occur outside, the area is swept immediately.

**Vehicle and Equipment Washing.** To prevent or reduce the potential for stormwater contamination, the following BMPs will be implemented:

- Long-term options include construction of a new vehicle wash down station or participation in a Regional Truck Washdown Facility, which will be further explored for potential implementation.

**Floor Drains.** To prevent or reduce the potential of stormwater contamination, the following BMPs have been or will be implemented:

- A previously existing trench drain in Garage Bays 3, 4, 5, and 6 has been removed. The trench drain had a concrete bottom and did not discharge to the storm drain, but had a concrete bottom and collected contaminants until it was cleaned.
- Floor drains in Bay #1 and Bay #2 of the DPW Facility will be plugged or connected to a holding tank that can be pumped and disposed of off-site.

#### **4.4 Sediment and Erosion Control**

Listed below are any potential areas for erosion and the controls that will be used to prevent erosion:

- Potential source of erosion: Slopes of access road and perimeter of the site.
  - Management practice to prevent erosion: Most areas already contain grass. Any unvegetated areas or areas with minimal vegetation will be seeded to stabilize sloped areas.
- Potential source of erosion: Unpaved areas of the yard.
  - Management practice to prevent erosion: Gravel is used to stabilize parking areas, drive aisles, and material storage areas. Other areas are or will be stabilized with grass.
- Potential source of erosion: Land disturbed during construction.
  - Management practice to prevent erosion: Ensure that proper sediment and erosion controls are used during construction, including protection of drainage inlets. No construction is currently planned for the DPW Facility.

#### **4.5 Management of Stormwater Runoff**

Listed below are runoff management practices, other than source control, that are used at the DPW facility.

- Runoff from the site discharges to a 15-inch RCP outfall to a vegetated drainage channel. Flow from this outfall discharges upstream of Policy Brook, which is located upstream of the Spickett River.
- An asphalt berm is located on the south side of the site to contain runoff directing flow towards the outfall.

#### **4.6 Spill Prevention and Response**

There are spill prevention and response procedures in place at the DPW Facility and the Fire Department takes the lead in handling emergency spills of hazardous materials. As part of the Town's Hazardous Communication Policy, the Fire Department has the responsibility to respond to all significant hazardous material spills within the Town of Salem and contain or control the hazard. The Fire Department has an emergency response plan where they employ best management practices to control spills as close to the source as possible with a dike of absorbent materials and prevent spills from entering nearby waterways. Covers or dikes are utilized to protect stormwater structures and prevent spills from entering nearby receiving waters. For spills that impact water bodies, booms and pads are utilized to contain and clean up the spill. For spills that are greater than a few hundred gallons, a Regional Hazardous Materials Management Team is called in to assist the Fire Department. The Fire Department also teaches hazardous materials management training for DPW Staff.

At the DPW Facility, spill response equipment is kept within the Main Building and includes speedi-dri absorbent, booms, etc. All personnel are instructed in its location and use.

## **APPENDIX G**

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*