



REQUEST FOR QUALIFICATIONS

CITY OF PORTSMOUTH NEW HAMPSHIRE

Public Works Department

ENGINEERING SERVICES

DEER STREET PARKING GARAGE
AND SITE DESIGN

RFQ No. 03-16

City of Portsmouth, NH
Department of Public Works

RFQ #03-16
REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES

DEER STREET PARKING GARAGE AND SITE DESIGN

Sealed Statements of Qualifications, plainly marked RFQ #03-16, "Engineering Services, Deer Street Parking Garage and Site Design" on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 2:00 pm on July 23, 2015.

Scope of Work: The City of Portsmouth's Department of Public Works is requesting Qualifications from consulting engineering firms for the following project: To provide design engineering services for the City's proposed Deer Street Parking Garage and Liner Building Project. Tasks will include site, civil, utility, roadway and parking garage design.

Qualification packages may be obtained from the City's web site at <http://www.cityofportsmouth.com/finance/purchasing.htm> or by contacting the Purchasing Coordinator at the above address, or by calling the Purchasing Coordinator at 603-610-7227. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

The City of Portsmouth reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

Questions may be directed to Eric Eby, Parking & Transportation Engineer, in writing, at ebeby@cityofportsmouth.com. Questions will be accepted until 4:00 p.m., July 16, 2015.

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PROJECT BACKGROUND/PURPOSE

To provide additional public parking in the downtown area of Portsmouth, the City has conducted a multi-year search for a suitable location for a new parking garage. The result of the site selection process was a privately owned collection of parcels located off of Deer Street adjacent to the railroad, currently occupied by Gary's Beverages package store and other uses. The project will be a joint public/private development effort, with three main components. The City will develop the parking garage component, including a ground-floor retail space located along the sidewalk, as well as the potential for adding two multi-story residential liner buildings on each end section of the parking garage. The city will also be developing an 8,000+/- SF civic space component adjacent to the garage. The private landowner will develop a free-standing mixed-use liner building component adjacent to the civic space. Joint access and below level parking may be considered under all three components.

On May 4, 2015, the City Council voted to approve bonding for the purchase of the garage parcel, and the design and construction of the garage project.

The intent of this Request for Qualifications is to select up to three qualified firms to submit detailed proposals and interview for selection of a design engineering firm.

A. Required Contents of the Statement of Qualifications (SOQ)

A sealed SOQ, plainly marked RFQ #03-16 “Engineering Services, Deer Street Parking Garage and Site Design” on the outside of the envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 2:00 pm on July 23, 2015. Three (3) copies of the SOQ shall be submitted and include the following information:

1. Firm Experience (for each firm in the team):

Describe relevant experience in each of the following primary areas of focus:

- a. Parking garage design, with at least one level below grade, and ancillary uses (such as commercial and residential) incorporated within. Automated garage design experience is also desired.
- b. Utility design and relocation
- c. Roadway design
- d. Subdivision design
- e. Traffic impact analysis
- f. Projects with public/private joint development agreements
- g. Projects located within or adjacent to a local Historic District

The firm’s experience shall be summarized in a matrix format. In addition, detailed project descriptions of no more than five reference projects containing the majority of the focus areas listed above shall be included in Appendix 1. The project descriptions shall be current and limited to a maximum of one full page per project, along with client references and up-to-date contact information (name, title, organization, phone, cell and email).

2. Project Team:

List each member of the proposed Project Team along with their:

- a. Firm affiliation
- b. Area of specialty
- c. Office location
- d. Total years of experience
- e. Years with current firm
- f. Specific involvement/role in projects used as references

One member of the Project Team must be assigned as the Project Manager. All resumes shall be included in Appendix 2 limited to a maximum of two pages per team member.

B. Ranking of Qualifications

Each SOQ will be reviewed and ranked according to the following criteria:

- | | |
|--|----------------------|
| a. Firm experience | Maximum of 35 points |
| b. Overall Project Team experience | Maximum of 35 points |
| c. Project Manager experience | Maximum of 20 points |
| d. Public/Private partnership experience | Maximum of 10 points |

Prior satisfactory site/civil, structural and traffic engineering working experience for the City of Portsmouth may be worth up to 5 bonus points.

C. Page Restrictions

1. The Statement of Qualifications, excluding maximum of two-page cover letter and all appendices, shall be limited to 15 letter-sized (8-1/2" by 11") pages: single spaced, size 12-font and double sided. Larger paper (11" by 17") can be used for matrices.
2. Additional appendices can be used to supply other relevant information not specifically called for above including, but not limited to: reprints of professional papers, general company qualification materials, etc.

The scope of work, which will be prepared during the proposal process by the firms selected from this qualifications process, shall be sufficient to address the following:

- Identify a Design Engineering Team Leader that will be responsible for coordinating all communications and leading the design effort. The Engineering Team Leader must be a Licensed Professional Engineer in the State of New Hampshire.
- Conduct a preliminary evaluation and review of the key objectives of the design, and for the Owner to become familiar with the Design Team. During this process the Design Engineering Team should, with the assistance of the Owner, identify a list of key disciplines required for the design effort.
- Arrange for collection of project study material including, but not limited to:
 - Basis of Design
 - Design Criteria
 - Design Calculations
 - Facilities Plan
 - Alternatives Considered
 - Façade Treatments
 - Permit Requirements
 - Applicable Codes
 - Construction Phasing
 - Soil and Geotechnical Information (where available)
 - Operation Requirements
 - Technical memoranda

- Maintenance Requirements
 - Equipment Data Sheets
 - Construction Cost Estimates
 - Project Schedules
 - Environmental Impact Studies
- Coordinate the Design Engineering schedule with the Owner and Project Team to best suit the overall project schedule.
- Conduct a review of cost estimates provided by the Project Team.

SCHEDULE

Shall be negotiated with the successful firm. Garage opening in Spring 2017.

CITY ROLE

City staff will be responsible for administering the project and overseeing the Design Engineering effort. City personnel will play a key role in all design efforts. Representatives of the City will provide input to design decisions and review all deliverables from the design effort.

SELECTION AND CONTRACT

Upon review of all responsive SOQs using the criteria outlined above, the City may select up to three (3) firms to submit proposals and interview. Upon completion of the interviews, the City anticipates negotiating a final Scope of Services and fee with the highest ranking firm.

RESERVATION OF RIGHTS

The City of Portsmouth reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City. The City also reserves the right to negotiate directly with the selected firm for additional project work including but not limited to studies, design, and construction administration.

The City reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The firm may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.

CONTRACT DOCUMENT

All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the consultant pursuant to this project shall be the property of the City of Portsmouth.

ADDITIONAL INFORMATION

If you have any questions please contact the Finance/Purchasing Department at the following number: 603-610-7227 or Eric B. Eby, P.E., Parking and Transportation Engineer, at 603-766-1415.

APPENDIX A

RELEASE OF ALL CLAIMS FOR PURPOSE OF REFERENCE CHECK

TO: _____

Name of Reference (“Reference”)

Name of Employer/Organization (“Entity”)

Address

Address

On behalf of the undersigned Firm I hereby agree to release and hold harmless the above-named Reference and Entity from any and all claims and causes of action including without limitation actions for defamation, slander or interference with contractual relations for any statements made to the City during the course of the City’s investigation of Firm’s qualifications.

Dated: _____

Firm:

By: _____

Print Name: _____

Title: _____