

RFP #07-07
REQUEST FOR PROPOSALS

CITY OF PORTSMOUTH, NH
COMMUNITY DEVELOPMENT DEPARTMENT

ENGINEERING & DESIGN SERVICES

RALEIGH WAY STREETScape IMPROVEMENTS, ATLANTIC HEIGHTS

Sealed Requests for Proposals, plainly marked "RFP #07-07, Engineering & Design Services, Raleigh Way Streetscape Improvements, Atlantic Heights" 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 1:30 p.m. on Thursday, September 28, 2006.

SCOPE OF WORK: The City of Portsmouth's Community Development Department is requesting proposals from qualified firms for the following project:

To recommend an appropriate traffic circulation pattern for the Atlantic Heights neighborhood and perform design and engineering services for streetscape improvements to Raleigh Way based on the chosen circulation pattern. Design and engineering services for streetscape improvements shall include sidewalk, curbing, street tree plantings, drainage, and related improvements.

There will be a **mandatory pre-proposal meeting on Monday, September 18, 2006 at 2:00 p.m.** at City Hall, 1 Junkins Avenue, Portsmouth, NH in Conference Room A. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

Specifications and Request for Proposal forms may be obtained from the Finance/Purchasing Department on the third floor at the above address or by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

If you have any questions please contact the Finance/Purchasing Department at the following number: (603) 610-7227.

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FUNDING

This project is funded by the City's Community Development Block Grant (CDBG), which is received from the U.S. Department of Housing and Urban Development and administered by the Portsmouth Community Development Department. Project work must be completed in accordance with all applicable statutes, laws, and regulations.

MANDATORY PRE-PROPOSAL MEETING

There will be a **mandatory pre-proposal meeting on Monday, September 18, 2006 at 2:00 p.m.** at City Hall, 1 Junkins Avenue, Portsmouth, NH in Conference Room A. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

PROJECT BACKGROUND/PURPOSE

In June 2000, the *Atlantic Heights Streetscape Improvement Plan* was prepared for the City of Portsmouth by an outside engineering firm. This study evaluated parking and traffic circulation needs within the Atlantic Heights neighborhood (see **Attachment 1**) and developed a conceptual streetscape plan that addressed parking, traffic circulation, pedestrian safety, and the visual quality of the neighborhood streetscape (see **Attachment 2**). This assessment involved a number of public meetings with Atlantic Heights residents in order to identify their concerns, and consider various options to address them. The streetscape plan that was produced as a result of this study presents a series of phased improvements to streets and sidewalks. The study also included a recommendation with regard to traffic circulation in the neighborhood based on neighborhood input. Specifically, the study investigated one-way versus two-way traffic circulation for the entire neighborhood. Two-way traffic circulation was chosen at that time. **This engineering and design project will revisit traffic circulation for the entire neighborhood and include streetscape improvements for Raleigh Way based on the chosen circulation pattern.**

To date, streetscape improvements have been carried out on Kearsarge Way, Ranger Way, Falkland Place, Saratoga Way, Preble Way and Crescent Way (in progress). These improvements have included

installation of concrete sidewalks, granite curbing, and street trees, as well as associated drainage work and roadway improvements.

Raleigh Way is the next street to be improved in the Atlantic Heights neighborhood (see **Attachment 3**). This project is expected to improve pedestrian safety, parking, drainage and the visual quality of this portion of the Atlantic Heights neighborhood.

The Atlantic Heights Neighborhood has recently applied to be considered for nomination to the National Register of Historic Places as a historic district.

SCOPE OF WORK

The City of Portsmouth's Community Development Department is requesting proposals from qualified firms to provide design and engineering services for streetscape improvements on Raleigh Way in the Atlantic Heights neighborhood. Streetscape improvements will include sidewalks, curbing, street trees, associated drainage work and roadway improvements.

The design and engineering services shall include a review of current traffic circulation patterns in the whole neighborhood and investigation of alternative circulation patterns (i.e. one-way) for the entire neighborhood. A portion of the project will include discerning the appropriateness of one-way traffic circulation in terms of sound traffic management, safety, efficiency and neighborhood preference. Regulatory approvals, including City ordinance changes, may be necessary for adoption of certain possible traffic patterns and, therefore, the consultant will be expected to take the lead in presenting its findings and conclusions in order to obtain necessary approvals for its design plans through any required City boards.

The project study area is depicted in **Attachment 3 and includes both the entire neighborhood (traffic circulation analysis) and Raleigh Way (streetscape design)**. This work will also include engineering and design for the installation of pedestrian scale lighting to the extent that light pole locations will be identified and conduit will be installed during construction of the streetscape improvements, however, installation of light pole fixtures is not anticipated during this phase of improvements.

The consultant's role will be to carry out the scope of work described below. The consultant may modify the desired scope of work presented below if, based on their professional expertise and knowledge, they can provide an approach that will more effectively address the goals of this project; however, the consultant shall not delete any requested scope tasks unless explicitly noted.

Task 1 Traffic Circulation Analysis

Review and analyze all appropriate studies, reports, plans and construction documents relevant to the project scope including those listed under "City Role" in this RFP. The consultant shall take all necessary steps to ensure familiarity with the traffic issues in the neighborhood including one-way versus two-way traffic circulation. This task shall include all necessary data collection and analysis to form a recommendation relative to the traffic circulation (one-way versus two-way) in the neighborhood.

Task 2 Survey and Research

Perform a survey of the existing conditions showing all elevations, observable landmarks (i.e. edge of road, centerline, driveways, sidewalks, buildings, trees, structures with inverts, etc.) and utilities. The survey and datum will be tied into the State plane coordinate system. The consultant shall investigate and determine the existing limits of right of way (ROW) and show it on the plan. The consultant shall locate enough property pins to accurately delineate the existing ROW in which the work will be performed.

Task 3 Assessment of On-street/Off Street Parking Demand Survey

The consultant shall conduct a survey of on-street and off-street parking demand between 6 a.m. and 8 a.m. and 6:00 p.m. and 8:00 p.m. weekdays and one Saturday day.

Task 4 Assess Existing Trees

Project team must include licensed arborist and/or landscape architect to identify/assess existing tree species and health and make recommendations for specific locations and species of new street trees and, if necessary, identify street trees for removal.

Task 5 Neighborhood Meeting #1

Lead a public meeting in the neighborhood to identify concerns of neighborhood residents and project abutters and to explain design process. A plan of existing conditions on Raleigh Way (using survey information) of sufficient quality and size for public presentation purposes shall be used for this meeting. A map of all of all of the neighborhood streets of sufficient quality and size for public presentation purposes shall also be provided to facilitate discussion about traffic circulation. This task shall also include developing two simple one page surveys that shall be mailed to residents. One survey shall solicit input from residents about their preference for one-way versus two-way traffic circulation. Information shall be provided as part of the survey to communicate the typical advantages and disadvantages of the different traffic circulation patterns as they would effect the entire Atlantic Heights neighborhood. A second survey form shall be mailed to each abutter on Raleigh Way so that they may identify particular design concerns. The consultant shall be responsible for recording the events of each meeting and site visit with the neighborhood. Resident concerns shall be recorded noting name, address and specific comment and/or concern. These meeting notes shall be finalized in cooperation with City representatives.

Task 6 Develop Conceptual Plan including Traffic Pattern Alternatives

Develop a color graphic conceptual plan of proposed improvements of sufficient quality and size for public presentation purposes. The consultant shall provide information about advantages and disadvantages to one-way and two-way traffic circulation in general. Typical roadway sections will be an important tool for discussing traffic circulation options with the neighborhood. Wherever possible, advantages and disadvantages shall be pictorially presented communicating alternatives for the neighborhood including trade-offs between parking supply, number of travel lanes, and landscape treatments such as street trees, sidewalks, and esplanades etc.

Task 7 Neighborhood Meeting #2

Lead a public meeting in the neighborhood for the purpose of presenting the conceptual plan to neighborhood residents and project abutters for public review and feedback.

Task 8 Neighborhood Meeting #3

A third public meeting in the neighborhood shall be held for the purpose of presenting the conceptual plan to neighborhood residents and project abutters for public review and feedback with particular regard to the one-way versus two-way traffic circulation pattern.

Task 9 On-Site Neighborhood Field-Day Meetings

The consultant shall hold two field days to provide all Raleigh Way abutters with the opportunity to meet on site to discuss/resolve particular design issues. A representative from the City will also attend these meetings. The field days shall take place on Saturdays. The consultant's project manager shall take the lead in scheduling the on site field day meetings, with all meeting dates to be established well in advance.

Task 10 Preliminary Design Plans & Opinion of Cost

Based on input received from City staff, neighborhood residents and project abutters, develop conceptual design plans for the Raleigh Way improvements. The preliminary plan shall address traffic circulation, parking supply, and landscape treatments. Consultant shall also specify species and locations for new street trees which take into account aesthetics, infrastructure conflicts (including future pedestrian scale lighting) and abutter input. Preliminary engineering plans shall be of sufficient quality and size for public presentation purposes.

The preliminary plan shall address grade, drainage design, impacts to abutters and any additional ROW or drainage easements needed to construct the project.

Task 11 Neighborhood Meeting #4

Lead a public meeting in the neighborhood for the purpose of presenting the preliminary engineering and design plans to neighborhood residents and project abutters for public review and feedback.

Subsequent to Task 11 (Neighborhood Meeting #4), and as determined by the City, the consultant shall move forward with Tasks 12 and 13, or be directed to skip to Tasks 14-19. For the purposes of the RFP process, the firm shall provide unit costs for Tasks 12 and 13. The lump sum price shall include Tasks 12 and 13. This RFP design is to accommodate regulatory approvals necessary to pursue designation of one-way streets, if that is the course of action selected by the City.

Task 12 Regulatory Approval Process

Consultant shall present its preliminary design plans as needed to City boards and committees in order to achieve regulatory approvals necessary to pursue designation of one-way streets, if that is the course of action selected by the City.

As part of the approval process the consultant shall make presentations to the Portsmouth City Council, and the Planning Board and/or Traffic and Safety Committee. A vote of the City Council will be required to move forward with a one-way circulation pattern.

Task 13 Neighborhood Meeting #4

Lead a public meeting for the purpose of discussing any issues needing further neighborhood input during the regulatory process.

Task 14 Final Design Plans and Specifications

Based on input received from City staff, neighborhood residents and project abutters, develop final design plans, specifications and revised final cost estimates for the Raleigh Way improvements. Consultant must receive written City approval on the preliminary design plans from the Director of Public Works prior to proceeding to final design. The Consultant shall present final plans, specifications and opinion of cost (federal Davis-Bacon wage rates apply for the construction phase of this project) for final review by City staff and approval and make any needed revisions following that review. Consultant shall make project phasing recommendations if sufficient construction funds to complete project in its entirety are not expected to be available.

The consultant shall provide profiles and cross-sections on 24" x 36" polyester film. Engineer shall use a plan scale of 1" = 20' and a profile scale of 1" = 4'. Plan and profile information is to be on the same sheets. Cross-sections are to be on their own sheet. All features shall be shown using the State of New Hampshire "Standard Symbols and Abbreviations". All property owners of record, based on City of Portsmouth Tax Assessor's information, shall be shown with book and page. Plans shall exhibit a graphic scale.

The consultant shall submit original construction plans and one set of reproducible polyester film plans at a level of detail which can be used for solicitation of construction bids. A Professional Engineer licensed in the State of New Hampshire shall stamp all plans. The consultant shall also provide the City with a compact disk (CD) or digital versatile disk (DVD). Media shall be in a format compatible with AutoCAD or ESRI software (that is, DWG, DXF, shapefile, personal geodatabase, or ARC/INFO export format E00), with layout in accordance with City designated standards. Files shall be geo-referenced to NH State Plane Coordinates and shall be expressed in feet.

Task 15 Field Visits

Conduct field visits as necessary during the design phase.

Task 16 Permitting

Develop and prepare all necessary permit applications, and attend regulatory board meetings as needed. The City is responsible for any and all permit fees. **This task shall relate to the engineering and design of Raleigh Way and not the regulatory approvals needed for a change in traffic circulation for the neighborhood which will be undertaken, if applicable, during Task 12 Regulatory Approval Process.**

The consultant will coordinate and prepare all requisite permit applications to support streetscape and drainage improvements. Depending on the square footage of disturbed area and location of impacts, permits and approvals required for this project may include Wetlands, Comprehensive Shoreland

Protection Act, Tidal Buffer Zone, and Site Specific Permits through the NH Department of Environmental Services; US Army Corps of Engineers' Wetland Permit; cultural (historic and archaeological) review through the NH Division of Historical Resource; NH Natural Heritage Bureau; NH Fish and Game Department; and National Marine Fisheries Service.

It is expected that a Notice of Intent (NOI) will need to be filed with the US Environmental Protection Agency (EPA) to satisfy the regulations of the National Pollutant Discharge Elimination System (NPDES) Phase II program. The consultant shall complete the NOI form for the city's signature. As a condition of this program, a Storm Water Pollution Prevention Plan (SWPP) shall also be completed by the consultant.

Task 17 Meetings with City Staff

Meet, as needed, with Community Development Director and/or designee, Traffic Engineer, Public Works Director, and Planning Director to review and discuss project design issues and complete the project in a satisfactory manner. The consultant shall be responsible for recording the events of these meetings and preparing minutes with a summary of action items for distribution.

The consultant's project manager shall take the lead in setting project meeting dates with City staff and the neighborhood, with all meeting dates to be established well in advance.

Task 18 Bid Review

Review construction bids submitted and assist City with bid award including co-facilitation and presentation at mandatory pre-bid meeting with contractors.

Task 19 Construction Layout

Firm shall provide a construction layout after the project construction has been awarded. Construction layout services to include centerline locations and grades every 50 feet as well as posted line and grades at every Point of Curvature and Point of Tangent. Two offset stakes for each point shall be provided as well as the location and elevation of all benchmarks. This price will represent completion of this task one time only.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks in their entirety by January 31st, 2007. Certain reasonable allowances for project completion will be permitted in relation to Tasks 12 and 13.

Contract signing is anticipated to take place within two (2) weeks following proposal submission. Depending on funding availability, the City anticipates putting this work out to bid for construction in Summer 2007.

CITY ROLE

Community Development staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Community Development, Public Works, and Planning Departments will review plans and other documents prepared by the consultant.

Printing (black and white) and mailing costs associated with neighborhood communications (surveys and meeting announcements) shall be the City's responsibility.

The following information is available for the Consultant's review at the Public Works Department, 680 Peverly Hill Road, Portsmouth, NH from 8:00 a.m. to 4:00 p.m. Monday through Friday:

- 1994 digitized vector data in ACAD/ESRI format.
- Orthophotos from 2000, 2003, and 2005.
- City of Portsmouth general specifications in Microsoft Word.
- "Atlantic Heights Streetscape Improvement Plan, Portsmouth, NH," June 2000, Prepared by Wilbur Smith Associates, Portland, Maine for the City of Portsmouth Community Development Department.
- Letter Report, Meadow View Heights Traffic Review, Saratoga Way, Portsmouth, NH, 11/22/05, Ames, A/E Architects and Engineers.
- Letter Report, Meadow View Heights Traffic Review, Saratoga Way, Portsmouth, NH, 2/27/06, Ames, A/E Architects and Engineers.
- Bid #48-01, Contract and Specifications for Kearsarge Way and Hislop Parking Reconstruction Project, City of Portsmouth, NH and accompanying plan set "Atlantic Heights Streetscape Improvements, Kearsarge Way, Ranger Way, and Falkland Place, 4/2/01, Oak Point Associates".
- Bid #39-03, Contract and Specifications for Saratoga Way Improvement Project, and accompanying plan set "Atlantic Heights Streetscape Improvements, Phase II", 1/10/03, Gorrill-Palmer Consulting Engineers, Inc."
- Bid #39-05, Contract and Specifications for Preble Way and Crescent Way Improvement Project, and accompanying plan set "Preble Way and Crescent Way, Atlantic Heights", 6/14/04, CLD Engineers, Inc."
- Bid #29-06, Contract and Specifications for Crescent Way Improvement Project, and accompanying plan set "Preble Way and Crescent Way, Atlantic Heights", 4/27/06, CLD Engineers, Inc." Note: This is a new plan set issued for Phase II construction.

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the above required elements as section headings:

- A. Firm Description- provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.
- B. Project Team- Provide names and resumes of key professionals who would be assigned to the project. Each team member's education and experience shall be listed. The team leader shall be designated and a description of relevant previous projects, which proposed project staff have

played a central role in developing, shall be provided. The individual(s) responsible for leading neighborhood meetings shall be clearly identified.

- C. Statement of project understanding- The consultant shall state in succinct terms their understanding of what is required by this Request for Proposal.
- D. Scope of Services- Describe in narrative form the consultant's approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks unless explicitly noted. The Consultant shall submit a schedule for completing the scope of work for design.
- E. Project budget which is itemized by task and a **total (including Tasks 12 and 13) project cost stated as a firm fixed fee**, and hourly rates for project staff. **Unit prices shall be provided for Tasks 12 and 13.**
- F. Three (3) references, including current contact name and phone number for similar project.

Four (4) copies of the proposal must be submitted.

Sealed Proposals, plainly marked "RFP #07-07, Engineering & Design Services, Raleigh Way Streetscape Improvements, Atlantic Heights" 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 1:30 p.m. on September 28, 2006 at which time all Proposals will be publicly opened and read aloud.

EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Responsiveness to City's requirements reflected in project approach and scope.
2. Qualifications of firm and project team members. Particular attention will be given to the experience and ability of the project manager to lead effective public meetings and proactively complete all project tasks.
3. Previous related work.
4. Understanding of project goals and issues.
5. Proposal price.

The City, at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews. The anticipated date and time for firm interviews is October 5, 2006, between 1 p.m. and 4 p.m.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

The City reserves the right to negotiate directly with the firm(s) selected for additional project work including construction administration services, and/or additional project engineering and design services at the hourly rates shown in the proposal submitted in response to this RFP.

CONTRACT DOCUMENT

Upon selection, the highest ranking firm will be invited to enter into contract negotiations with the City. When the contract is executed by both parties, the Consultant will be instructed to commence providing the work outlined in the contract. 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. If the City is unable to reach agreement with the highest ranking firm, the City will enter into negotiations with the next highest ranking firm.

ADDITIONAL INFORMATION

Requests for additional information should be directed to Deborah Finnigan, Traffic Engineer at (603) 766-1415 or David Moore, Community Development Program Manager at (603) 610-7226.

INSURANCE REQUIREMENTS

Insurance shall be in such form as will protect the Consultant from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

Evidence of Insurance

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified below are in force for the specified period. The Consultant shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth, New Hampshire at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

Indemnification

The Consultant agrees to pay on behalf of and hold harmless the City of Portsmouth for all claims arising in whole or in part from its work on behalf of the City.

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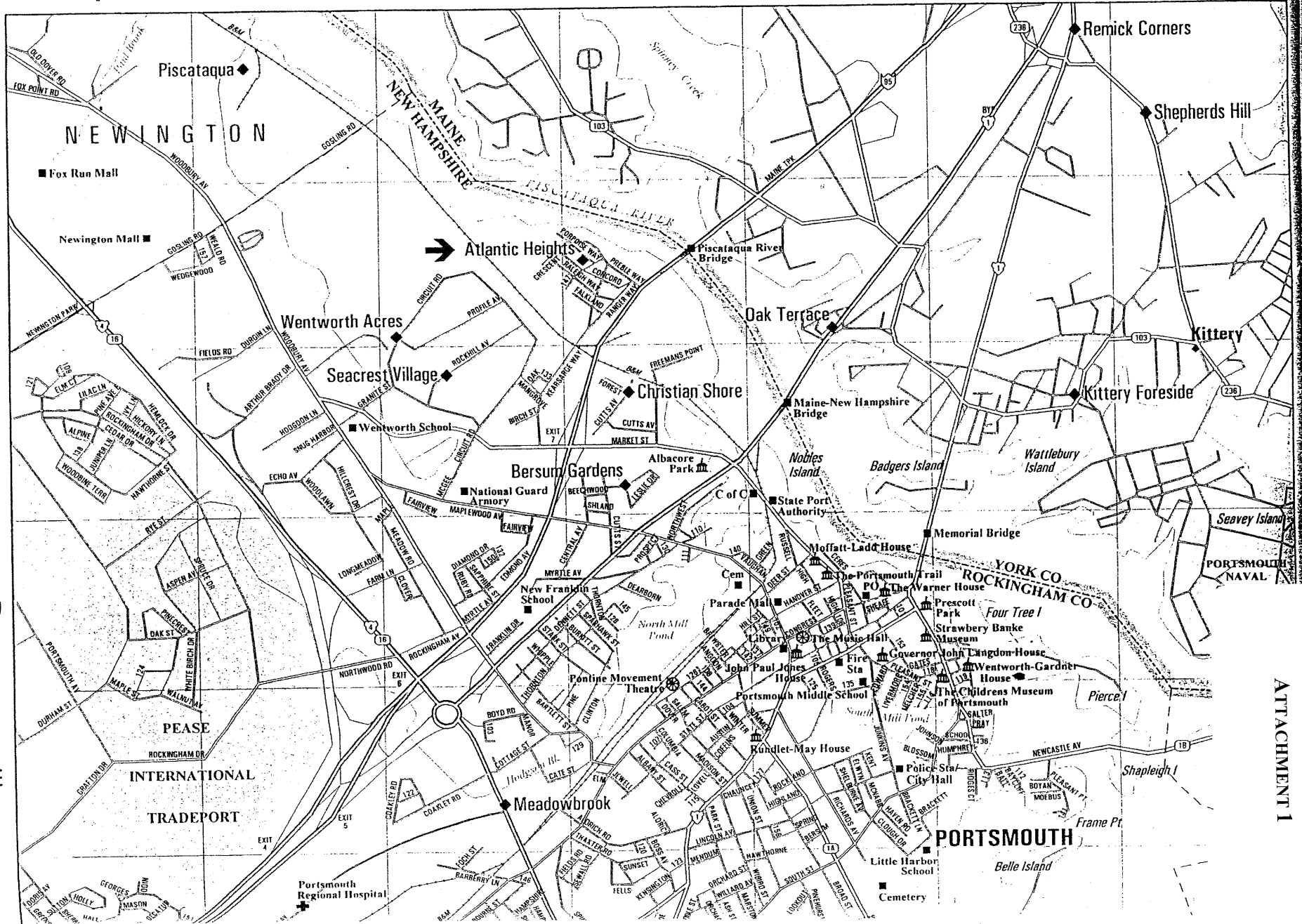
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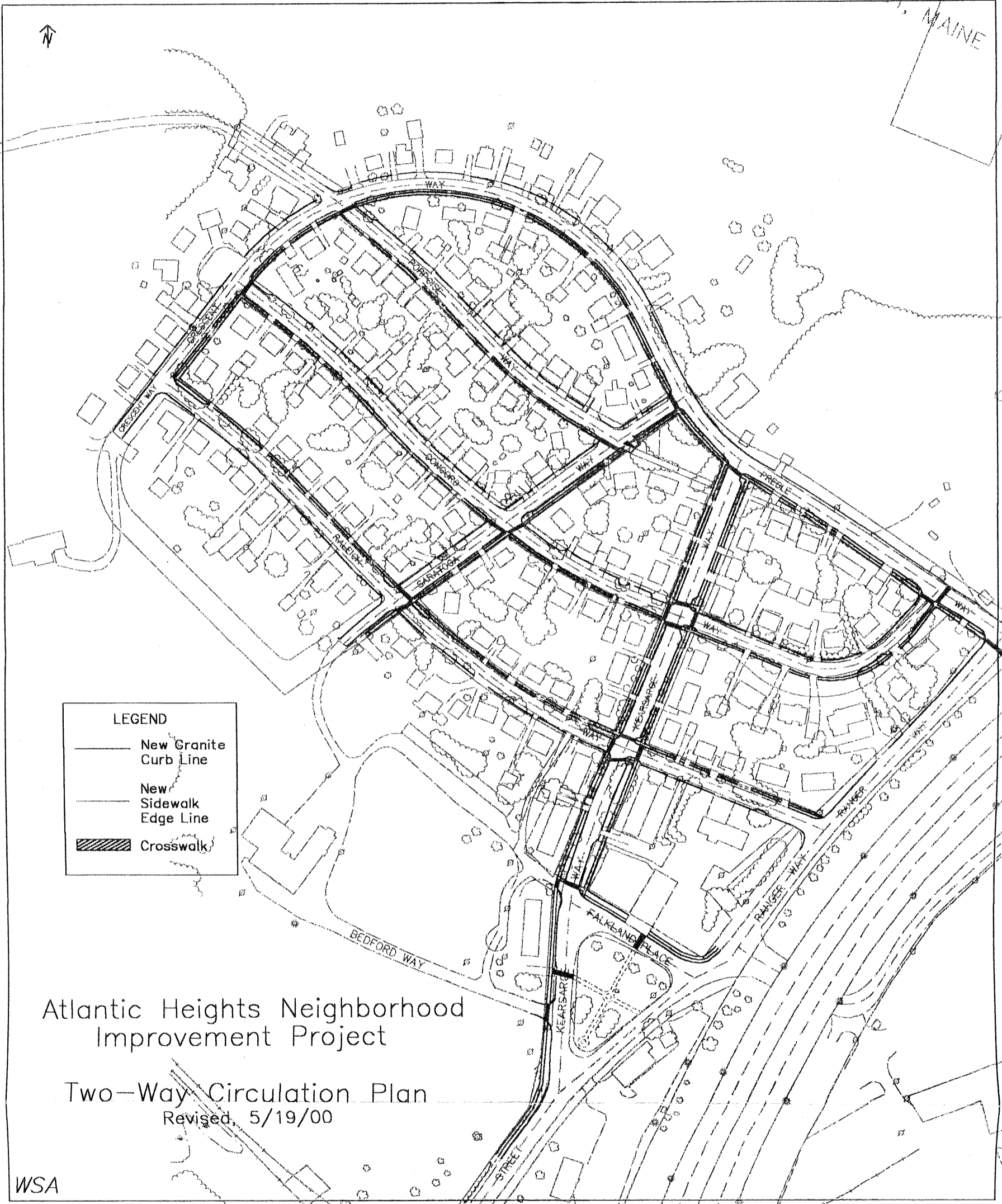
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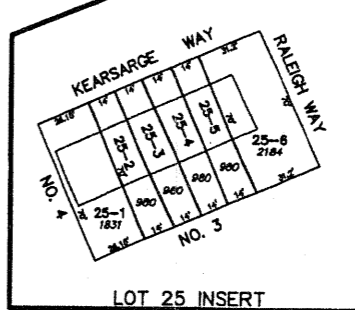
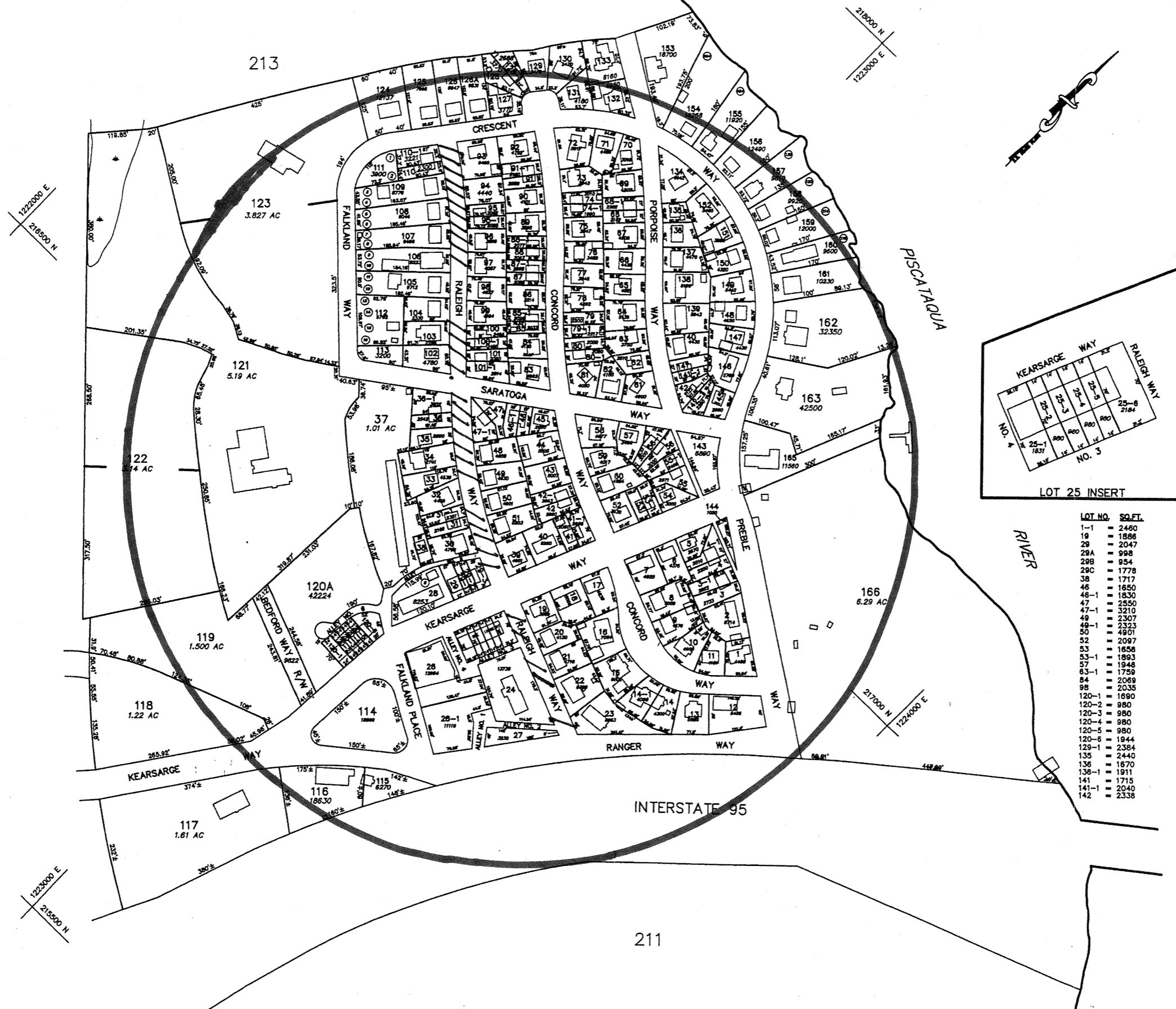
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ATTACHMENT I





 = Raleigh Way Streetscape Design + Eng.
 = Traffic Circulation Study Area

LOT NO.	SQ. FT.
1-1	2480
19	1836
29	2047
29A	998
29B	954
29C	1778
38	1717
46	1650
46-1	1830
47	2550
47-1	3210
49	2307
49-1	2323
50	4901
52	2097
53	1656
53-1	1893
57	1948
63-1	1759
84	2069
98	2035
120-1	1690
120-2	980
120-3	980
120-4	980
120-5	980
120-6	1944
129-1	2384
135	2440
136	1670
136-1	1911
141	1715
141-1	2040
142	2338

DIGITALLY COMPILED BY: AERIAL SURVEY & PHOTO, INC.
 NORRIDGEWOCK, MAINE (1996)
 FROM PROPERTY MAPS PREPARED BY: JOHN E. O'DONNELL & ASSOC.
 AUBURN, MAINE (1979)
 UPDATED TO APRIL 1, 2004

LEGEND
 ADJACENT SHEET NO. 207
 PARCEL NUMBER 23
 PARCEL AREA 5600 OR 2.3
 SUBDIVISION NUMBER ②

PROPERTY MAP
PORTSMOUTH
 NEW HAMPSHIRE

