

CITY OF PORTSMOUTH, NH  
RFQ 10-20  
REQUEST FOR QUALIFICATIONS  
PROFESSIONAL SERVICES  
MARKET SQUARE MASTER PLAN

**Invitation to Submit Qualifications**

Sealed Statements of Qualifications, plainly marked RFQ 10-20, "Market Square Master Plan" on the outside of a mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 2 pm on November 12, 2019.

The City of Portsmouth is seeking a qualified firm or team of firms to work closely with the City, the general public, and stakeholders on a Master Plan for historic Market Square. The project area will include the public streets and sidewalks within Market Square as well as portions of intersecting streets of Market Street, Daniel Street, Pleasant Street, High Street, Church Street and Congress Street. Market Square lies at the heart of the City's historic downtown.

The Request for Qualification document may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at <https://www.cityofportsmouth.com/finance/purchasing-bids-and-proposals>. Addenda to this RFQ, including any written answers to questions, will be posted on the City of Portsmouth webpage under the project heading.

If you have any questions regarding this project, please email Juliet Walker, Planning Director at [jthwalker@cityofportsmouth.com](mailto:jthwalker@cityofportsmouth.com) or by phone (603) 610-7296. The deadline for questions to be submitted is November 5, 2019.

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.

**Continue below for the complete document**

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**PART I: Introduction**

The City of Portsmouth is seeking a qualified firm or team of firms to work closely with the City, the general public, and stakeholders on a Master Plan for historic Market Square. The project area will include the public streets and sidewalks within Market Square as well as portions of intersecting streets of Market Street, Daniel Street, Pleasant Street, High Street, Church Street and Congress Street. Market Square lies at the heart of the City’s historic downtown.

***Project Background and Purpose***

Market Square has been recognized as one of the “Great Places in America” by the American Planning Association and is listed on the National Register of Historic Places as part of the Portsmouth Downtown Historic District.

Market Square was paved in 1762. In the 250 years since, the square and three streets originating from it — Market Street, Pleasant Street, and Congress Street — have remained the hub of downtown commerce and community life year-round. Portsmouth today is a vibrant regional destination for the arts, dining, and heritage tourism, but the city's economy hasn't always been so robust. Faced with declining industry during the 1950s and '60s, the city cleared portions of the downtown through urban renewal. Beginning in the 1970s, creative developers began rehabilitating historic industrial buildings on Market Street for conversion to residential and retail uses.

A key step in Portsmouth's recovery efforts was the revitalization of Market Square beginning in 1978. Once the site of a military training ground, a meeting house, and New Hampshire's colonial legislature, the renovated Square today features wide brick sidewalks, benches, trees and a fountain.

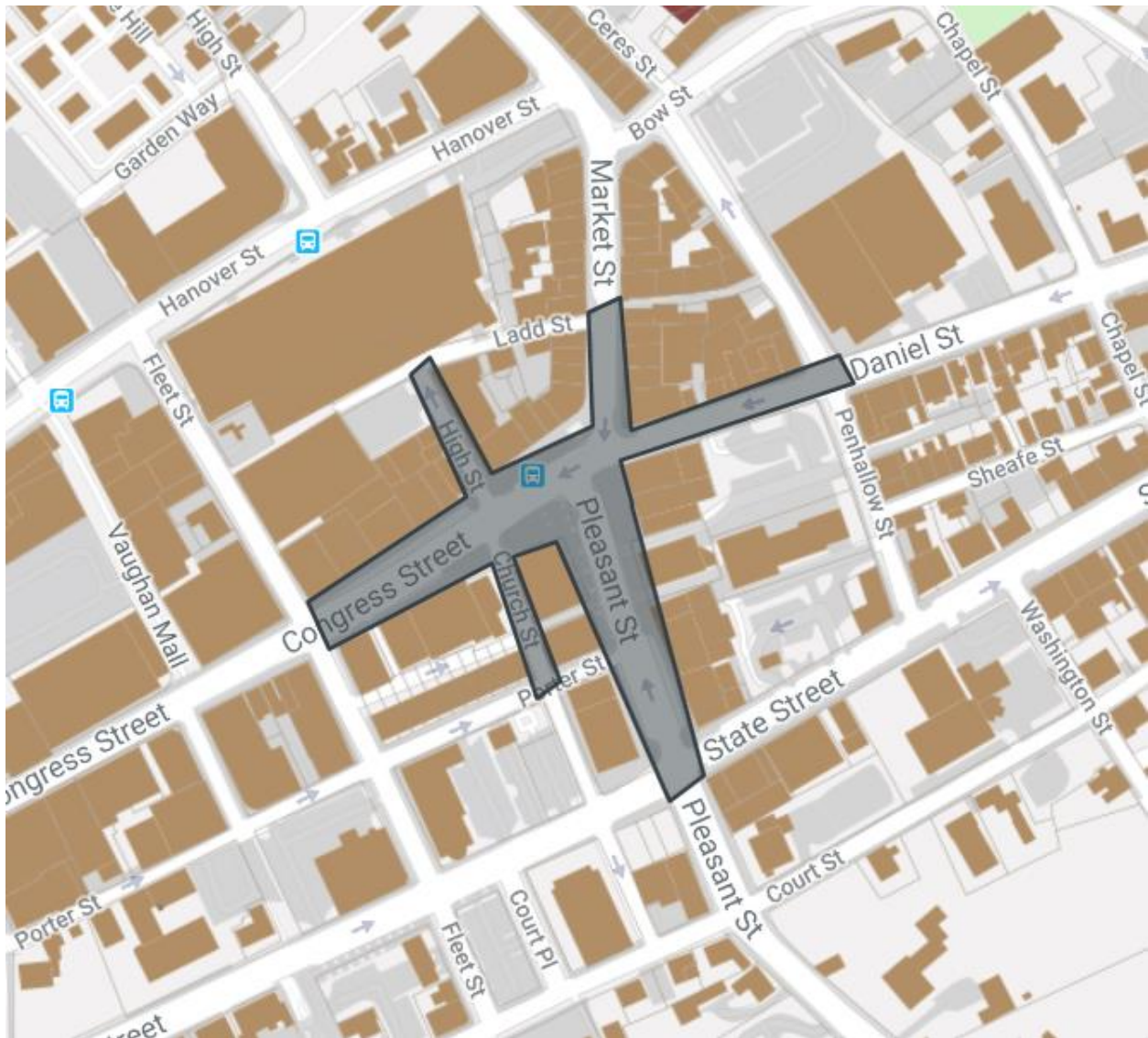
Over the years, the City has taken meaningful planning steps and followed through with implementation through adoption of location ordinances that encouraged compatible development. Zoning regulations work to ensure the vitality of street-level businesses and to protect valuable historic properties including North Church, a beacon of Portsmouth visible from most city vantage points. Today Market Square is a busy intersection and a transportation nexus filled with pedestrians, bicyclists, buses, cars, mopeds and motorcycles against a backdrop of architecturally distinctive buildings, each with its own history.

Within this context, much of the public infrastructure above and below Market Square and intersecting streets (including utilities, sidewalks, roadways, street trees and street furniture) is due for an upgrade and the City is ready to consider how other aspects of this vital public space might be improved or altered consistent with historic preservation objectives, urban design principles, and the City's Complete Street, Walk-Friendly, and Bike-Friendly policies.

The first phase in this process will be the development of a conceptual master plan and preliminary cost projections. Future phases will include preliminary design plans and opinion of project costs and final design and preparation of construction documents. At this time, the City is only interested in completing the conceptual master plan, but reserves the right to negotiate a contract with the selected consultant or to issue a Request-for-Proposals to complete the remaining phases.

### ***Project Area***

A map of the proposed project area is provided below. The exact extent of the project area may decrease or expand as an outcome of the conceptual planning process.



### **Concurrent Efforts**

- **McIntyre Building and other nearby private development:** The City is currently working on acquisition of the Thomas J. McIntyre Federal Building (located at 62 Daniel Street) through the Historic Monument Property Program and has entered into a public-private partnership agreement to redevelop the site. While final approvals are still pending, significant public realm improvements are anticipated as part of this redevelopment project. There are also a number of private developments in process of receiving land use approvals that are located immediately adjacent to the project area – 266-278 State Street at the corner of Pleasant Street and State Street, 3 Pleasant Street, and the corner of Daniel and Penhallow Street.
- **Fleet Street Area Study and Design:** The project includes water, sewer, drainage, and streetscape modifications on Fleet Street from Court Street to Hanover Street. This project will include a larger study for combined sewer separation and utility corridor design for the area of Market Square to Maplewood Avenue.

- Electrical Upgrades and Undergrounding of Electrical Lines: The City is working with Eversource to make needed upgrades to electrical service in the downtown. This is anticipated to include undergrounding of overhead electrical lines wherever possible.

### ***Anticipated Scope Items & Deliverables***

Following the submittal of Statements of Qualifications and ranking, select firms will be asked to submit proposals for the completion of the scope of work. The following outline is a list of anticipated scope items for the final contract and does not represent a final scope of work. This outline is not necessarily all-inclusive and, in the proposal process, firms will be encouraged to include any tasks or alternatives and services deemed necessary to satisfactorily complete the project. Firms are encouraged to bring both industry expertise and creative ideas tested elsewhere and tailored to Portsmouth to help the community design the project approach that best suits this project.

#### **1. Existing Conditions**

Using existing GIS information available from the City, the Consultant shall prepare a plan of existing conditions showing existing limits of right-of-way (ROW), available elevations, structures, easements, edge of road, driveways, sidewalks, street trees and landscaping, street furniture, parking, pavement markings, public utilities, and signage.

#### **2. Public Engagement and Input**

In collaboration with the City, the Consultant shall organize and lead at least one public meeting as well as other public participation activities that may include social media, interviews, and surveys for the purpose of identifying and assessing current uses as well as determining desired uses, features, and amenities.

#### **3. Master Plan**

The Consultant shall develop a color graphic, annotated conceptual plan of proposed improvements. This plan will be used for the development of preliminary engineering plans for the project as well as for reference by the City when working with private property owners and utility companies regarding private work or improvements in the public way.

### **PART II: Required Contents of the Statement of Qualifications (SOQ)**

Please note the following in preparing submittals to this RFQ:

- a. SOQ components should appear in the order they are requested below, and be easily navigable via a series of tabbed and labeled sections.
- b. One original submittal and five (5) copies of the SOQ are required; the original should be single-sided and clipped together to facilitate document reproduction if necessary. A digital version shall also be submitted.

- c. Pages shall be no larger than letter-size (8 1/2 x 11 inches) or, if folded to that dimension, twice letter size (11 x 17 inches). It is acceptable to produce the Submittal on both sides of the paper in the bound documents.

**Required contents:**

1. Cover letter:

Provide a cover letter (up to two pages), which clearly identifies the project manager, briefly explains relevant past work, and includes a statement of project understanding.

2. Firm Experience (for each firm in the team, if applicable):

Describe relevant experience of the firm or firms. This information shall be summarized in a matrix format in each of the following primary areas of focus:

- a. site specific master planning in urbanized settings;
- b. historic preservation and cultural resource planning;
- c. downtown transportation planning;
- d. landscape architecture.

3. Project Team:

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

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

One member of the Project Team must be identified as the Project Manager. Resumes (up to two pages per team member) shall also be included.

4. Past Projects and References

Provide information, including narrative and depictions, of relevant past projects (up to five).

**Clearly indicate the role the proposed team members played in each project.** 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). Firms are encouraged to include one sample work product from a similar engagement.

5. Additional Information

Appendices can be included to supply other relevant information not specifically called for above. Please limit to no more than an additional 5 pages.

**PART III: Process, Schedule, and Selection**

### ***Ranking of Qualifications***

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

- |  |                 |
|--|-----------------|
| a. Responsiveness to Submission Requirements | Up to 10 points |
| b. Firm experience & relevance of past work  | Up to 35 points |
| c. Overall Project Team experience           | Up to 35 points |
| d. Project Manager experience                | Up to 20 points |

### ***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 (if required), the City anticipates negotiating a final Scope of Services and fee with the highest ranking firm.

### ***Schedule***

Work is anticipated to begin immediately after contract signature. A final schedule will be negotiated with the successful firm.

### ***City Role***

City's Planning Department staff will be responsible for administering the initial phase of this project and overseeing the firm's work in collaboration with the Department of Public Works and other City departments and in coordination with the City Council.

### ***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***

Upon selection, the successful firm will be sent a contract for execution. 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.