

RFP#13-19
REQUEST FOR PROPOSALS
CITY OF PORTSMOUTH, NH
PROFESSIONAL SERVICES
OPEN SPACE PLAN

Sealed Requests for Proposals, plainly marked “RFP 13-19 Professional Services for Open Space Plan” 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 p.m. on October 10, 2018.**

The City of Portsmouth is requesting proposals from qualified firms for the purpose of creating a comprehensive Open Space Plan for the City of Portsmouth.

Specifications and Request for Proposal forms may be obtained by visiting the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing-bids-and-proposals>. Addenda to this RFP, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

Questions and requests for additional information should be directed in writing to Peter Stith in the City of Portsmouth Planning Department at pmstith@cityofportsmouth.com. The deadline for questions and requests for additional information is **4:00 p.m., September 26, 2018.** Answers will not be sent directly to interested parties. Written answers to questions will be posted on the City of Portsmouth Finance / Purchasing Department’s website under the project heading in the form of an addendum.

If you have any procedural questions please contact the Purchasing Coordinator at (603) 610-7227, or by email: purchasing@cityofportsmouth.com.

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

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Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Questions about the project will be taken until **4:00 p.m., September 26, 2018.**

PROJECT BACKGROUND AND PURPOSE

The purpose of this project is to create an Open Space Plan for the City of Portsmouth, NH to improve public access to, increase use and stewardship of, and improve connectivity between open space assets city-wide. The Plan will support the Master Plan goal of managing existing and acquiring additional open spaces for passive recreation and environmental preservation. The Plan will build on the comprehensive Public Undeveloped Lands Assessment (PULA), identify and prioritize additional undeveloped land for protection, provide land stewardship guidance for existing open space lands, and work to identify opportunities to expand connectivity between open space assets, neighborhoods and trails. The Plan should also consider integration of climate resiliency objectives as they relate to open space.

Previous related studies have inventoried undeveloped lands in the City for the purpose of establishing a baseline from which to determine priority areas to preserve, provide public access, and acquire for any recreational or preservation purpose; planning to address insufficient supply and condition of indoor and outdoor recreation fields (2010 Recreation Needs Study); or addressing the needs of significant large publicly-owned parcels (2015 Sagamore Creek Land Report and 2017 Prescott Park Master Plan).

This plan will establish a City-wide strategy for land protection and preservation; plan for establishing new or formalizing existing access to passive recreational areas and balancing public access and types of uses with sustainable management practices; formalizing links to and between these assets to ensure access from residential and work place areas citywide.

For the purposes of this study, Open space consists of both privately and publicly undeveloped and recreational areas.

The Plan will guide and prioritize capital investments and identify funding opportunities including public/private partnerships. The Plan will be a tool for coordinating city-wide projects, policies, and programs related to open space and recreation.

Reference Plans / Studies and Other Related Reports

- The City's Master Plan (2017): <https://www.cityofportsmouth.com/planportsmouth/master-plan>
- Public Undeveloped Land Assessment (PULA) – An assessment of undeveloped city-owned property that details the important conservation values of each parcel and provides recommendations for access and appropriate use of each parcel.
http://planportsmouth.com/PULA_complete_final.pdf
- Comprehensive Recreation Needs Study, 2010: This study focused on the City's indoor and outdoor recreation assets and in particular the condition of and lack of inventory of outdoor recreation field space for active and formal organized sports.
<http://files.cityofportsmouth.com/recreation/RecNeedsStudyReportMay2010.pdf>
- Coastal Resilience Initiative (CRI): Overview of risk and vulnerability of public and private assets as a result of projected climate change.
<http://www.planportsmouth.com/cri/CRI-Report.pdf>
- Vernal Pool Inventory: City-wide inventory of known vernal pools.
<http://planportsmouth.com/Vernal-Pool-Portsmouth-NH.pdf>
- Blue Ribbon Committee Final Report on the Sagamore Creek Land, 2015. This report is focused on increasing the passive recreational use and access to the Sagamore Creek land adjacent the High School athletic complex.
<http://files.cityofportsmouth.com/sagamorecreek/FinalReport-SagamoreCreekLand11-18-2015.pdf>
- Prescott Park Master Plan: This Plan guides the operations and capital improvements for Prescott Park. <http://www.cityofportsmouth.com/prescottpark/master-plan-archive>
- Pierce Island Master Plan - Pictorial rendering of improvements for public access across the island.
- Hodgson Brook Restoration Project – Reports providing information about restoration efforts for Hodgson Brook.
<https://www.des.nh.gov/organization/divisions/water/wmb/was/hodgson/reports.htm>

In Progress

- Sagamore Creek Watershed Characterization - Multi-year water quality sampling program that will characterize and quantify the type, amount, and location of pollutant input sources to Sagamore Creek. North Mill Pond Trail – Create a linear multi-use trail and greenway along the North Mill Pond from Maplewood Avenue to Bartlett Street.

SCOPE OF WORK

The Consultant's role will be to carry out the scope of work described below. The proposal should clearly identify the method for documenting or illustrating the deliverables for each task. 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 identify and explain any modifications to the requested scope.

Project Management

It is anticipated that the consultant shall establish a clear and consistent communication framework for the duration of the project. The proposed scope of work should include an effective project management approach that includes regular project updates and coordination between the consultant and City staff. If this proposal involves a team of consultants, the lead firm and designated project manager shall be clearly identified.

Task 1: Project Meetings

- Regular project update meetings with City staff. These can be a combination of conference calls and in-person meetings. The proposal should specify the total number of project meetings and type (in-person or conference call) for the duration of the project.
- Prepare project materials for and participate in Open Space & Recreation Plan Steering Committee meetings as needed. Consultant should recommend an appropriate number of meetings for a project of this scale.
- Present and facilitate a discussion with the Planning Board, Conservation Commission and Recreation Board to review draft and final Plan recommendations. This can be accomplished at one meeting.
- Prepare a presentation for the City Council, Planning Board and Conservation Commission to present the plan for final adoption / approval.

Task 2: Existing Conditions

- Update the existing inventory of city-owned and private open space lands and create a new map resource that includes recent investments and emerging opportunities. Inventory City's existing public and private lands. The City has existing GIS information that includes Cadastral and Planimetric data. Other data sets may be available and will be accessible to the consultant.
- Identify unique environmental characteristics of existing open spaces including, but not limited to, geology, topography, vegetation, landscapes, and habitat.
- Highlight and depict visually a series of recurring limitations that repeat throughout the City (unsigned access, universal access, no parking, overuse, repeated unauthorized use (off road bikes, or other))
- Evaluate the quality of existing open space & recreation parcels.
- Evaluate the quality of connectivity between public lands and recreation areas including green corridors for movement of wildlife.
- Develop Existing Conditions Map and summary tables and graphics of existing conditions data.
- Include information from State Wildlife Action plan in property characterizations where appropriate.
- Identify the environmental challenges that influence open space planning such as, but not limited to, landfills, sea level rise, chronic flooding, erosion, new development, pollution, invasive species, and environmental equity issues.
- Level of Protection

Task 3: Public Engagement Process

- Plan and facilitate two (2) public meetings in collaboration with Planning Department staff and prepare related presentation materials.
- Develop outreach strategy for public involvement.

- Develop summaries of public input.

Task 4: Vision and Goals

- Prepare a vision statement and goals based on Steering Committee and public input.

Task 5: Analysis of Needs

- Identify opportunities to improve the connectivity of city-wide open spaces and recreation areas.
- Identify opportunities to improve access to open spaces and recreation areas with respect to disadvantaged or underserved populations.
- Identify any constraints or challenges for acquisition of additional open space and recreation parcels.
- Identify resource protection and conservation needs.
- Perform a level of service analysis.
- Perform a level of use/overuse analysis of existing open space.

Task 6: Recommendations

- Provide recommendations and guidance for:
 - Acquisition of additional open space to meet City objectives.
 - Improvements to existing open spaces.
 - Improvements to existing recreation areas/facilities.
 - Management and stewardship of existing open spaces.
 - Opportunity for collaboration of public/private partnerships.
 - Mechanism for ensuring responsible public access.

Task 7: Implementation Program

- Based on recommendations, develop and prioritize a list of projects, policies, and programs to support stated Plan goals identified as part of Task 3.
- Identify funding sources, responsibilities and phasing.
- Provide recommended performance measures to evaluate Plan implementation progress on an ongoing basis after Plan adoption.
- Implementation Maps.

PROJECT DELIVERABLES

- The Proposal shall specify the deliverables by task.
- One (1) reproducible hard copy and (1) electronic copy each in Adobe PDF and MS Word format of interim drafts and final report including narrative and graphics.
- Implementation Maps and supporting map data as described in tasks above, shall be provided in GIS format compatible with ArcMap 10.0 and should be referenced to the coordinate system in NH State Plan, NAD83 (1996) with units in feet.
- Spreadsheets and charts in MS Excel format including support data for all tables and graphs included in the report.
- 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.
- All Reports and documents must also be in web-ready format.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks in their entirety within 9 months of contract signing.

CITY ROLE

Planning Department staff will be responsible for administering the project and overseeing the consultant's work on this project. City staff will provide information on related studies and planning initiatives and will make available the City's GIS data layers that have relevance to the project scope. Planning Department staff will be responsible for planning and facilitating public meetings and other community outreach related to this planning process. Printing and mailing costs associated with public communications shall be the City's responsibility.

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the elements listed below 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 location of office proposed to handle this project.
- B. Project Team: Provide names, resumes, and office locations of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, indicate the lead consultant.
- C. Project Understanding: Provide a statement summarizing how the consultant and/or project team is particularly qualified for this project.
- D. Scope of Services: Describe 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.
- E. Project Schedule: The Consultant shall submit a schedule, itemized by task, for completing the scope of work.
- F. Project Budget: The Consultant shall submit a proposed project budget itemized by task and total project cost stated as a firm fixed fee. Labor and direct costs should be identified by task. Hourly rates for project staff shall also be provided.
- G. Comparable Projects: Description of related project experience and role of key staff in each project with web links.
- H. References: Three (3) references, including current contact name and phone number for similar projects.

Submittals shall be printed on two sides of the page and shall not have a plastic cover. Four hard copies and a digital copy of the proposal in a searchable PDF format shall be submitted.

EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements. 10 points
2. Qualifications of firm and project team members. 20 points
3. Previous related work and references. 30 points
4. Strength of proposed scope of services. 30 points
5. Project budget. 10 points

The City, at its discretion, may select a firm outright or select one or more finalist(s) for in-person and/or telephone interviews.

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 may enter into negotiations with the next highest ranking firm.

ADDITIONAL INFORMATION

Questions and requests for additional information should be directed in writing to Peter Stith in the City of Portsmouth Planning Department at pmstith@cityofportsmouth.com. The deadline for questions and requests for additional information is **4:00 p.m., September 26, 2018**. Answers will not be sent directly to interested parties. Written answers to questions will be posted on the City of Portsmouth Finance / Purchasing Department's website under the project heading in the form of an addendum.

INDEMNIFICATION AND INSURANCE REQUIREMENTS

The Contract will require the Consultant to agree 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.

Consultant will be required to maintain insurance 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.

RESERVATION OF RIGHTS

The City reserves the right to negotiate a contract for specific tasks identified in this scope of work depending on funding availability or to expand the scope of work and schedule.

The City of Portsmouth reserves the right to reject any or all submittals, 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 further reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Consultant and to evaluate its submittal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City of Portsmouth.
