

**RFP # 14-15
REQUEST FOR
PROPOSALS**

**CITY OF PORTSMOUTH, NH
DEPARTMENT OF PUBLIC
WORKS**

DESIGN ENGINEERING SERVICES

Islington Street

Sealed Requests for Proposals, plainly marked “RFP #14-15 Design Engineering Services - Islington Street” 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 January 20, 2015.**

There will be a **mandatory pre-proposal meeting on January 6, 2015 at 10:00 a.m.** at Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH in the Training/Conference Room. 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. . Questions about the project will be taken until Wednesday, January 14, 2015.

SCOPE OF WORK: The City of Portsmouth’s Department of Public Works is requesting proposals from qualified firms for the following project:

The City of Portsmouth’s Department of Public Works is requesting proposals from qualified firms to provide engineering and design services for streetscape, traffic signal, utility, bicycle/pedestrian, transit, and vehicular improvements for Islington Street. The project is intended to create a “complete street” and shall include the following extents and design elements: The limits of this project shall be from Maplewood Avenue to the Route 1 Bypass. The streetscape design may include curb extensions and planted curb bump-outs, reduced curb cuts, crosswalk design, sidewalks, marked bus pull-over areas, pedestrian amenities (lighting, seating, signage), re-aligned and improved intersections & other traffic-calming measures. The design will incorporate the recommendations of previous and on-going planning studies such as the 2009 Islington Street Improvement Action Plan, 2014 Bicycle/Pedestrian Plan and the “character-based” zoning public charrette planned for Islington Street. Utility design will include the design of drinking water, sanitary sewer and storm drainage improvements, as well as utility coordination and design for natural gas, communications and electrical relocations of infrastructure. The preliminary design effort shall also include recommendations regarding the impact of the improvements on parking and vehicular/ pedestrian uses to determine proper lane widths, sidewalk widths, intersection designs and roadbed and pavement types and thicknesses.

Specifications and Request for Proposal forms may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com. 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 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.

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 water, sewer and general fund capital improvement funds.

MANDATORY PRE-PROPOSAL MEETING

There will be a **mandatory pre-proposal meeting on January 6, 2015 at 10:00 a.m.** at Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH in the Training/Conference Room. 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.

BACKGROUND AND EXISTING CONDITIONS OF PROJECT AREA

Islington Street is a two-lane arterial road that connects Portsmouth’s Central Business District (CBD) to the State Route 33 and the NH Turnpike (I-95). Its primary transportation function is to provide direct access to property within the corridor and to provide “through” vehicular movement between downtown Portsmouth and the State/Interstate Highway System. It also provides access via Bartlett Street to the Portsmouth Traffic Circle, US Route 4 and 1 and I-95. Over its busiest sections Islington Street carries between 15,000- 19,000 cars per day.

Located midway along the street is Plaza 800, a major destination shopping center serving the surrounding residential neighborhoods and to some extent, the downtown workforce. Included in the plaza are a grocery store, two pharmacies, a dry cleaner, a bank, an independent restaurant, pizza restaurant, a state liquor store, a camera store, print shop and other establishments. Adjacent to the plaza are two properties with significant redevelopment potential. One parcel formerly served as the City’s public works department and the other was a former brewery and hotdog manufacturing facility. Other businesses located along the corridor include

banks, gas service stations, sandwich shops, independent retailers for plumbing, furniture and household supplies, professional offices and retail.

A small cluster of creative businesses has formed along Islington Street. Two former button manufacturing facilities offer affordable studio space for creative workers ranging from painters, writers, furniture makers, jewelry and fabric artists. Other art venues and creative businesses located along or directly off Islington Street include the West End Theatre, the Portsmouth Music and Arts Center, the Portsmouth Museum of Art, the Pearl, independent artist studios, web, design, architect offices and art galleries.

PREVIOUS AND CURRENT PLANNING STUDIES

The Islington Street Corridor has been the subject of several previous studies and analyses. The most significant is the Islington Street Streetscape Study in 1998 and Improvement Plan conducted in 2009. This comprehensive study analyzed opportunities to improve the overall corridor aesthetic. Through a public process that considered a number of concepts and alternatives, the final plan suggests improvements that will forge a strong connection between this major artery and the downtown. In addition, it suggests regulatory strategies to provide incentives to encourage development, signage and other improvements that complement those found downtown. Some of the recommendations in the study such as the revitalization of Goodwin Park have been implemented, but many others recommendations have not been acted upon.

The Islington Street Improvement Action Plan project was initiated by the Economic Development Commission as part of its focus on the city's major corridors and gateways. The project goal was to create a long range plan of prioritized actions for corridor improvements. It addresses the City's Master Plan goal of creating a vision for the city's corridors that includes both physical and regulatory strategies for each corridor.

The Plan is based on traffic counts and significant outreach and public input at a series of eight public meetings and one-on-one interviews. The final plan includes short and long-term action-oriented recommendations for the Islington Street Corridor such as improved circulation, pedestrian and vehicular safety and appropriate economic development tools to benefit growing and creative businesses in the corridor.

The City's 2005 Master Plan also analyzed the City's major corridors and sought public input on how to improve them. The Plan describes the role of these areas below:

"...arteries (to the downtown) that ensure the community's overall health and livelihood by enabling the flow of the people and goods throughout" and which, "are important to the city's transportation agenda and overall character."

The Master Plan suggests that the city should create a vision for the corridors that includes a menu for physical and regulatory strategies for each corridor. The Master Plan also includes a goal to create and maintain an appropriate mix of commercial and residential growth and redevelopment. Another Master Plan objective for the Islington Street corridor is identification of location and conditions under which artist live/work units can be allowed.

Lastly, in 2000 the City's Transportation Department conducted a phased Access Management and Corridor Improvement Plan to preserve the efficiency and safety of Islington Street while simultaneously providing reasonable access to adjoining properties. The first phase of this plan included traffic mitigation through a

traffic light at Cabot Street, Maplewood Avenue intersection improvements plus various pedestrian improvements.

The Islington Street Project will coincide with a planning process that will be developing “character-based” zoning for the Islington Street neighborhood. The goal of the zoning project will be to develop standards for future infill and redevelopment projects with an emphasis on building placement, scale and design. As part of the zoning project, a multi-day public charrette is planned for February 2015 that will develop a Vision Plan for the neighborhood. Where possible, ideas or concepts generated during the charrette may be incorporated into the design plans for the Islington Street Project. The selected consultant for the Islington Street Project will be expected to attend the charrette.

SCOPE OF WORK

It is the city’s intent to develop a “complete street” design of Islington Street from Maplewood Avenue to Route 1 Bypass. The work has been broken into two design phases as follows:

Preliminary Design: Engineering studies and development of preliminary design drawings for the corridor.

- A. A parking study to determine usage patterns as well as recommendations regarding improvements and needs of on-street parking
- B. A vehicular/ bicycle/ pedestrian traffic study to determine proper lane widths, sidewalk widths, intersection designs and roadbed and pavement types and thicknesses. Coordinate the studies and design with the recommendations of the City’s 2014 Bicycle/Pedestrian Master Plan.
- C. Preliminary utility study to provide guidance on locations, sizes, needs, depths etc. of all the utilities occupying the corridor. This will include setting up proposed locations for all the utilities including those not maintained or operated by the City of Portsmouth. Close coordination with Fairpoint, PSNH, Comcast, Bayring and Unitil will be required.
- D. Preliminary design plans incorporating recommendations of the studies and meetings and opinion of project cost.

Final Design: Final design and development of construction documents of Phase 1 improvements which is proposed to be from Maplewood Avenue to Cornwall Street. This work will be completed under this contract and is proposed to be constructed starting in the spring of 2016.

PRELIMINARY DESIGN

Land Survey

Survey of existing features within 100’ of the corridor. A boundary and ROW survey of all properties along the corridor will be necessary. This survey will become property of the City of Portsmouth and an electronic copy of the survey will be given to the City. The survey must be based on State Plane Coordinates.

Subsurface Investigations

Take borings and probes throughout the corridor to evaluate the subsurface conditions of the existing roadway, and make recommendations based on the evaluation for most effective solutions for roadway rehabilitation. Depth of borings shall be 1.5 times the depth of the deepest utility. Frequency of borings and probes will be a minimum of every 100 feet and where refusal is met additional probes at 25 feet on either side of the refusal location will be necessary.

Survey of on-street Parking

The consultant shall conduct a survey of on-street parking demand to identify public parking needs and to define warranted on-street parking areas.

Tree Assessment

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.

Utilities Upgrades and Coordination

The consultant shall evaluate improvements required for the existing underground and overhead utilities including water, sewer, drainage, natural gas, communications and electric utilities. The consultant shall develop a conceptual plan for utilities in close coordination with City Department of Public Works, Public Service of New Hampshire, Comcast, Unitol, Fairpoint and others as necessary. A minimum of two coordination meetings for each utility shall be planned for this effort. Coordination with the businesses in the area should be anticipated. The conceptual plan will include the existing and proposed locations or utility corridors of all utilities underground and overhead. This plan will be coordinated with the surface roadway layout and will be finalized as part of the final design. The work will require an evaluation of the existing utilities, but it is anticipated that full replacement of the water, sewer and drain mains and services will be required. The work shall address the need for sewer separation of the combined sewer and drain collection system along this portion of the roadway. Included in the sewer work will be the relocation of cross country sewer mains parallel to the railroad tracks to within Islington Street and the design of re-plumbing of facilities to accommodate the relocated sewer. The sewer, drain and water utilities will coordinate with the existing arrangement planned for at the intersections of Bartlett Street, Albany Street and Cass Street, which were completed under previous projects.

Public Meetings

The consultant shall lead public meetings for residents and businesses in the corridor. The initial “kickoff” meeting will identify concerns of businesses, residents and project abutters and explain the design process. A plan of existing conditions and recommended proposed changes on Islington Street (using survey information and past study recommendations) of sufficient quality and size for public presentation purposes shall be used for these meetings. A map 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.

A second public meeting will be held once the conceptual plan is completed. The contractor will present the streetscape concepts in a collaborative workshop environment with the goal of using the feedback to refine the conceptual plan and develop preliminary design.

For all meetings the consultant shall be responsible for recording the events of the meeting and site visit with the neighborhood. Special attention shall be made to ensure business and resident concerns are recorded with name, address and specific comments and/or concerns noted. The contractor will provide a means of soliciting input from residents and abutters not comfortable with speaking in a public setting. This meeting's notes shall be finalized in coordination with City representatives.

Develop Conceptual Plan

Incorporating input from the initial public meeting(s) and engineering studies, develop a color graphic conceptual plan of proposed improvements of sufficient quality and size for public presentation purposes. The plan should include information about roadway modifications, on-street parking supply (by block) as well as landscape treatments such as street trees, sidewalks, drainage improvements, and esplanades etc. Incorporate the recommendations of the City's 2014 Bicycle/Pedestrian Mater Plan in the conceptual plan.

At conceptual design level determine replacement requirements and establish design criteria for water, sewer, and drainage utilities. Determine location, pipe type, required connections, and schematics. Include determination of C-factors on existing mains and confirm hydraulic performance of modified/replaced mains. Determine lateral extent of the sewer.

This conceptual design will be used as presentation material at the second public meeting.

Field Visits

Conduct field visits as necessary during the design phase.

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 includes completion and required research and documentation associated with the appropriate NEPA checklist.

The consultant will coordinate and prepare all requisite permit applications to support streetscape and utility improvements. Depending on the square footage of the disturbed area and location of impacts, permits and approvals required for this project may include the following State Permits as necessary: Wetland, Alteration of Terrain, which may include coordination with the NH Division of Historical Resources and the NH Natural Heritage Bureau. The consultant will need to submit on behalf of the City a Request for Project Review to the NH Division of Historical Resources as required under Section 106 of the National Historic Preservation Act of 1966. Additional phases of archaeological work, Phase 1A and 1B, will be determined based on the review and are not included in the scope of work at this time.

Meetings with City Staff

Meet, as needed, with the City Department of Public Works and Planning staff as assigned 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. This task shall include two meetings each (total of 4) with the Parking, Traffic and Safety Committee and the Trees and Greenery Committee.

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.

Preliminary Design Plans & Opinion of Cost

Based on input received from City staff, neighborhood residents and project abutters, develop preliminary design plans for the reconstruction of Islington Street from Maplewood Avenue to the bridge over Route 1 Bypass. The preliminary plan shall address multimodal transportation, parking supply and landscape treatments. Consultant shall also, after coordination with the Trees and Greenery Committee, 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. Provide an estimate of project cost based on the preliminary design.

The preliminary plan shall address grade, drainage design, waterline design, sewer design, sewer separation, coordination with utilities to identify work (e.g., gas, telecom, electricity, etc), impacts to abutters and any additional ROW or drainage easements needed to construct the project.

FINAL DESIGN

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 Phase 1 of Islington Street Improvements from Maplewood Avenue to Cornwall Street only. Consultant must receive written City approval on the preliminary design plans from the City prior to proceeding to final design. The Consultant shall present final plans, specifications and opinion of cost for final review by City staff and approval and make any needed revisions following that review. Consultant shall make project phasing recommendations and traffic control plans for the construction of the planned improvements.

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. Addresses shall also be shown. Plans shall exhibit a graphic scale.

The consultant shall submit original construction plans, estimate and specifications and twenty (20) sets of bound plans and contract books 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, shape file, 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.

Bid Review

Receive and review construction bids submitted and assist the City with the bid. Respond to bidders questions, issue addenda, and prepare recommendation of award for the City to approve.

Bidding and Construction Services

Provide bidding and award related engineering services including conducting a pre-bid meeting, preparing addenda, reviewing bids and making a recommendation for award. Construction administration and oversight services may be requested by the City but are not part of this contract.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within four weeks of contract signing. Certain reasonable allowances for project completion will be allowable in relation to permitting, layout and similar tasks.

Contract signing is anticipated to take place within three (3) weeks following proposal submission.

CITY ROLE

Public Works staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's 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 use in development of their proposal:

- 2006 digitized vector data in ACAD/ESRI format - Data includes edge of pavement, parcels, building footprint, driveway cutouts, water, sewer, and drainage, etc.
- City of Portsmouth Orthophotos from 2006
- NH DOT Orthophotos from 2010
- City of Portsmouth general specifications in Microsoft Word
- Islington Street Corridor Improvement Action Plan at http://www.cityofportsmouth.com/economic/FINALACTIONPLAN100212_Islington_actionmatrix.pdf
- City of Portsmouth Bicycle/Pedestrian Master Plan at <http://www.planportsmouth.com/bike-pedestrian-masterplan2014.html>

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 project manager shall be clearly identified and a description of his/her relevant previous projects listed. A list of past relevant projects, which proposed project staff have played a central role in developing, shall be also 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. Man-Hour Level of Effort: Provide a proposed man-hour level of effort in table format coordinated with the anticipated list of tasks to complete the work. The man-hour level of effort shall be comprehensive and inclusive of the total man-hours to complete the project. Do not include any fee associated with the level of effort in the proposal.
- F. In a separate envelop labeled "Price Proposal RFP #14-15" budget itemized by task and a total project cost stated as a firm fixed fee. Include assumed hours per task and hourly rates for project staff. The three highest ranked proposers shall have the price proposal opened.
- G. Three (3) references, including current contact name and phone number for similar projects.

Five paper (5) copies of the proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions. Proposer shall include a single CD/DVD with an electronic PDF copy of their proposal (no Price Proposal).

EVALUATION CRITERIA

Proposals will be evaluated initially according to the following:

- 1. Responsiveness to submission requirements. 15 points
- 2. Qualifications of firm and project team members. Particular attention will be given to the

experience and demonstrated ability of the project manager to lead effective public meetings and proactively complete all project tasks. 30 points

3. Previous related work. 30 points
4. Understanding of required project work and schedule. 25 points

Upon review of all responsive proposals using the criteria outlined above, the City may select up to three (3) firms to interview. Following interviews, the Cost Proposal of the highest ranking firm will be opened and the firm will be invited to negotiate a final Scope of Services and fee with the City.

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 the final contract as it may 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.

The City 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.

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. The Contractor will be required to maintain commercial, automobile and professional liability insurance in commercially reasonable amounts. Contractor will be required to indemnify the City for Contractor's negligent acts in performance of the Contract. 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

Requests for additional information should be directed to David Desfosses, Public Works Department at (603) 766-1411.