

CITY OF PORTSMOUTH, NH

RFQ #18-13

REQUEST FOR QUALIFICATIONS

PROFESSIONAL PLANNING SERVICES

FORM BASED CODE FOR DOWNTOWN

Sealed statements of qualifications, plainly marked “RFQ 18-13, Professional Planning Services for Form-Based Code for Downtown” 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 p.m. on October 25, 2012**.

SCOPE OF WORK: The City of Portsmouth’s Planning Department is requesting statements of qualifications from qualified firms to develop a Form-Based Zoning Code for the historic downtown core.

Specifications may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com. Addenda to the specifications, 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 submittals, to waive technical or legal deficiencies, and to accept any submittal that it may deem to be in the best interest of the City.

Requests for additional information should be directed to Mr. Nicholas J. Cracknell, Principal Planner, in the City of Portsmouth Planning Department (603) 610-7328 or by e-mail at njcracknell@cityofportsmouth.com. The deadline for questions and requests for additional information is October 19, 2012 at 1pm.

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

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PROJECT BACKGROUND

The City of Portsmouth is a small, historic New Hampshire city settled in 1623. It is a compact community (16 square miles) of 21,000 residents situated directly off of Interstate 95 on the Maine / NH border. Portsmouth’s central business district is widely recognized as the heart of the community, and its continued success is essential to the City’s future livelihood. The downtown is unique for its outstanding and unusually complete Colonial and Federal architecture, and within the community there is broad recognition of the downtown’s architectural, historical, and archeological importance. The downtown reflects the rebuilding after its 19th century fires which formed a central core of federal commercial buildings and established the three-story building height that continued to the late 20th century. The use of local red brick in the commercial core established its unique architectural character including excellent examples of master builders and architects from the Federal through the Victorian period.

PROJECT GOAL

As outlined in the 2005 Master Plan, the City’s goals within the central business district are to:

- maintain and enhance the downtown’s historic role as a commercial, social, civic, and cultural center through the dedication of street-level spaces to commercial uses, and
- encourage mixed-use, pedestrian-friendly development that contributes to the tax base and vitality of the downtown.

In support of these goals, the City is seeking to develop a form-based code to encourage the desired uses, compatible urban design, and expanded public facilities.

SCOPE OF WORK

The project will develop form-based code for portions of the Central Business District (CBD) and Mixed Residential Office District (MROD) in downtown Portsmouth. The work will be conducted as a team effort between the selected consultant and the City’s Planning Department staff. For the purpose

of conducting outreach to underrepresented populations within the City, the selected consultant will be assisted by the UNH Cooperative Extension, which is coordinating a series of trainings and technical assistance to New Hampshire's Community Planning Grant (CPG) grantees and their selected consultants. Consultants may be required to attend a training session and to participate in a grantee workshop in the fall of 2012.

The tasks included in the scope of work are as follows:

- Task 1 Consultant Orientation and Background Research
- Task 2 Stakeholder Interviews
- Task 3 Background Mapping
- Task 4 Project Area Inventory
- Task 5 Project Web-Site Development
- Task 6 Expand 3-D modeling in Core Study Area
- Task 7 Public Outreach
- Task 8 Design Charrette
- Task 9 Vision Plan
- Task 10 Preparation of Draft Form-Based Code (FBC)
- Task 11 Integration into Local Land Use Regulations
- Task 12 Preparation and Presentation of 1st Draft of the FBC
- Task 13 Stakeholder Meeting
- Task 14 Preparation and Presentation of Final Draft of the FBC
- Task 15 Public Presentations for Hearings and Adoption
- Task 16 Final Report

PROJECT DELIVERABLES

The project deliverables are (1) a comprehensive inventory of the existing built form within the core central business district and (2) a set of form-based zoning codes that include a regulating plan, building form standards, architectural design standards, and public street and park standards.

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 December 2013.

FUNDING

This project is funded through a grant awarded by the New Hampshire Housing's Community Planning Grant (CPG) Program and administered by the Portsmouth Planning Department. The city has also committed a local match to this project. The total project budget is \$47,444 not including the City's in-kind match for staff time. Project work must be completed in accordance with all applicable statutes, laws, and regulations.

SUBMITTAL REQUIREMENTS

Statements of Qualifications shall include the following:

- A. Project Understanding: Provide a statement (not to exceed 3 pages) summarizing how the consultant and/or project team is particularly qualified for this project. This statement should demonstrate familiarity and experience in the following areas:

- The New Hampshire land use planning regulatory environment, including land use statutes, case law, local ordinances, and regulations.
 - Specific experience and familiarity with the City’s proposed scope of work.
 - Development and successful implementation of public relations campaigns related to proposed zoning amendments or similar public outreach initiatives.
- B. 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.
- C. Project Team: Provide names and resumes 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.
- D. Comparable Projects: Summary of form-based code projects in progress or completed, with the following information for each code:
- a. Reference name, with current contact information
 - b. Current status of code (drafting in progress; drafting completed; adopted?)
 - c. Nature of public involvement in formulation of code
 - d. Client type (clarifying role of private sector client, if any)
 - e. Was the vision plan created as part of this process or done separately?
 - f. Size and scale of geographic area
 - g. Type of development (Greenfield/infill/redevelopment/ city-wide code)
 - h. Type of code
 - i. Mandatory (integrated into existing code, or freestanding?)
 - j. Optional “parallel” code?
 - k. Floating-zone code?
- E. Sample Code Document: Please include one or more sample code documents selected from the list of comparable projects. If this document is the code as originally proposed by Consultant, please also include the code as formally adopted by the municipality and a brief explanation of differences between the two. Photos of designed or built results of the code are encouraged but must be accompanied by a description of their specific relationship to the form-based coding process.

Submittals shall be printed on two sides of the page and shall not have a plastic cover. Four (4) hard copies and a digital copy of the proposal in a PDF format shall be submitted.

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EVALUATION CRITERIA

Submittals will be evaluated according to the following:

1. Responsiveness to submission requirements. 20 points
2. Qualifications of firm and project team members. 40 points
3. Previous related work. 40 points

The City will evaluate all submittals to determine which Consultants have the experience and qualifications that are most suited for this project. The City may request interviews with the highest-ranked Consultants and/or may request one or more prospective Consultants to submit detailed proposals, which may include the following:

1. Detailed description of the methodology being proposed.
2. Detailed work program.
3. Methods the Consultant proposes to use to manage the project and communicate with City Staff and the public as to project progress, reviews, and conduct of public meetings.
4. Hourly rates (inclusive of overhead and profit) for personnel or personnel categories.
5. Data expected to be provided by the City.

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

CONTRACT DOCUMENT

Upon selection, the selected Consultant 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.

QUESTIONS AND ADDITIONAL INFORMATION

Requests for additional information should be directed to Mr. Nicholas J. Cracknell, Principal Planner, in the City of Portsmouth Planning Department (603) 610-7328 or by e-mail at njcracknell@cityofportsmouth.com. The deadline for questions and requests for additional information is October 19, 2012 at 1pm. Answers will not be sent directly to interested parties. Written answers to questions, will be posted on the City of Portsmouth website under the project heading in the form of an addendum.

For general questions about the CPG Program, contact Ben Frost at (603) 310-9361 or bfrost@nhhfa.org.

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. Consultant shall also be required to maintain professional liability insurance. Amounts and coverages shall be subject to contract negotiations.

RESERVATION OF RIGHTS

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.