

**RFP # 19-16  
REQUEST FOR PROPOSALS**

**CITY OF PORTSMOUTH, NH  
COMMUNITY DEVELOPMENT DEPARTMENT**

**ENGINEERING & DESIGN SERVICES**

**GOSLING ROAD PEDESTRIAN, BIKE AND RELATED IMPROVEMENTS**

**Sealed Requests for Proposals, plainly marked "RFP #19-16 Engineering & Design Services for Gosling Road Pedestrian, Bike and Related Improvements," 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 September 29, 2015.**

**MANDATORY PRE-PROPOSAL MEETING**

There will be a **mandatory pre-proposal meeting on September 16th at 10:00 a.m.** at the Department of Public Works, 680 Peverly Hill Road, Portsmouth. 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.

**FUNDING**

This project is funded in part 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.

**SCOPE OF WORK**

**The City of Portsmouth's Community Development Department is requesting proposals from qualified firms to provide engineering and design services for sidewalk improvements, pedestrian crossing, improved access to public transit, bus shelter installations and a protected bicycle facility on Gosling Road from Woodbury Avenue to Pease Boulevard, Spaulding Turnpike.**

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](http://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 (603) 610-7227.

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**ENGINEERING & DESIGN SERVICES**

**GOSLING ROAD PEDESTRIAN, BIKE AND RELATED IMPROVEMENTS,**

**Sealed Requests for Proposals, plainly marked “RFP #19-16, Engineering & Design Services for Gosling Road Pedestrian, Bike and Related Improvements,” 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 September 29, 2015.** Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

**PROJECT BACKGROUND AND PURPOSE**

The City of Portsmouth’s Community Development Department is requesting proposals from qualified firms to provide engineering and design services for bicycle and pedestrian, public transit, and other improvements for the Pease to Woodbury Ave connection along Gosling Road.

The project is located in Census Tract 1071 Block Group 3, a U.S. Housing and Urban Development income-eligible area under the Community Development Block Grant Program. The center line of Gosling Road is a political boundary between the City of Portsmouth and the Town of Newington. The center line of Gosling Road is the political boundary between the City of Portsmouth and the Town of Newington. The City of Portsmouth maintains the pavement and day to day maintenance on Gosling Road while the Town of Newington owns both the traffic signal located at McDonalds at The Crossings shopping area and the bus stop on the northerly (Newington) side of the road. The Portsmouth Housing Authority owns the development known as ‘Gosling Meadows’ and sidewalk right of way, which is situated on the southerly side of the road.

The corridor improvements are recommended in the City of Portsmouth’s Bicycle and Pedestrian Plan (2014) and are intended to increase Gosling Road pedestrian and bike safety and access to the COAST and Wildcat Transit bus stop across Gosling Road from a residential area. Residents benefitting from the improvements include, among others in the same Census Tract/Block Group, families and individuals living in the 150-unit public housing residential complex, Gosling Meadows, which encompasses the only residential units along this corridor. The improvements being considered include adding an actuated pedestrian crossing near Winsor Road; extension of sidewalks southerly along Gosling Road to Pease Boulevard, installation of bus shelters along the corridor and consideration of on-road bike lanes or other bicycle facilities on the southerly side of the road from Woodbury Avenue to the Spaulding Turnpike ramps. It is not anticipated that this project will alter the existing limit of pavement and lane configurations, rather it will result in better utilization of existing roadway and enhancements to shoulders, sidewalks and curbs.

Past improvements to the area include a \$1.2 million project that was completed in 2006 to widen Gosling Road to accommodate truck traffic traveling to Public Service of New Hampshire's (PSNH, now Eversource) new wood-burning chip boiler plant at Schiller Station. Prior to the widening project, Gosling Road was reduced from two through-lanes to one through-lane in each direction beyond the entrance to the Newington Mall. Changes and improvements in 2005 included:

- widening the road at the Spaulding Turnpike off-ramp so that two trucks can adequately turn right onto the road;
- adding an additional lane on the eastbound side to create two left-turn lanes into the mall and two through lanes (note prior to the widening project, the eastbound (southerly) side consisted of two through lanes and one left-turn lane);
- installing a signalized crosswalk at the intersection of Gosling Road and Woodbury Avenue; and
- constructing a median strip in front of the Mobil gas station near Woodbury Avenue to prevent people from turning left into the gas station, which had been the site of numerous accidents.

## **FUNDING**

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## **MANDATORY PRE-PROPOSAL MEETING**

There will be a **mandatory pre-proposal meeting on September 16, 2015 at 10:00 a.m.** at the Department of Public Works, 680 Peverly Hill Road, Portsmouth. 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.

## **COORDINATION WITH OTHER CITY PROJECTS**

The engineer shall coordinate efforts with any previously approved and completed projects in the area.

## **SCOPE OF WORK**

The City of Portsmouth's Community Development Department is requesting proposals from qualified firms to provide engineering and design services for sidewalk improvements, pedestrian crossing, improved access to public transit, bus shelter installations and a protected bicycle facility on Gosling Road from Woodbury Avenue to Pease Boulevard, Spaulding Turnpike. The project is intended to create a "complete street" from Pease Boulevard to Woodbury Avenue that includes the improvements described above in the Project Background and Purpose.

### **Tasks shall include the following:**

#### **1. EXISTING CONDITIONS**

The consultant shall create an updated existing conditions map, making use of the surveys and work completed on Gosling road in 2005 for the PSNH (now Eversource) woodchip boiler at Schiller Station. The City has survey information for the Gosling Road project area, including design and engineering

plans and existing use plans that were created in 2005. Verify that the survey is accurate and update as needed.

## 2. ENGINEERING STUDY & TRAFFIC ANALYSIS:

The consultant shall perform all necessary traffic studies and provide analyses of existing and potential demand to address the project needs. This includes performing a traffic study of the existing and built conditions and traffic counts for the intersections of:

- Winsor and Gosling Rd.
- Woodbury and Gosling Rd. at the traffic signal; and
- Gosling Rd. and entrance to The Crossings at the traffic signal

The consultant shall consider operational and safety conditions, as well as potential capacity improvements. The consultant shall also conduct analyses of sidewalk accessibility and improvement needs, which may include a bicycle facility.

In consultation with Cooperative Alliance for Seacoast Transit (COAST) and UNH Wildcat Transit, the consultant shall review existing bus stop locations and public transit routes along Gosling Road within the project area and perform an analysis of ridership demand needs and feasibility of bus shelter installations and/or re-location of the bus stops. The consultant shall review the outcomes with COAST and UNH Wildcat Transit.

The consultant shall also evaluate accident data to determine if any changes to existing traffic control are required based on accident trends.

Recommended improvements will be summarized in a concise report. The report should include a prioritized list of recommended improvements and associated cost estimates. At a minimum, a draft report will be submitted for the City's review and comment. The final report will incorporate or address all City comments.

## 3. PRELIMINARY DESIGN AND OPINION OF COST:

The consultant will develop preliminary design plans and opinion of cost for City of Portsmouth, relying on its vehicular/ bicycle/pedestrian traffic study and discussions with, but not limited to, City Staff, regulatory boards, Portsmouth Housing Authority, COAST, UNH Wildcat Transit and the Town of Newington. This includes completion and required research and documentation associated with the appropriate NEPA checklist as required by U.S. Department of Housing and Urban Development. The consultant shall also coordinate study and design with the City's 2014 Bicycle Pedestrian Plan recommendations. Preliminary design and engineering plans shall recommend a proper pedestrian crossing design and signalization/safe crossing features, and determine sidewalk improvements and the specifics of a cycle track or other protected bicycle facility. Preliminary engineering plans and shall be of sufficient quality and size for public presentation purposes and will include, but not be limited to:

- General plan
- Typical details
- ADA accessibility
- Protected bicycle facility
- Pavement markings and signage
- Signalization plan for pedestrian crossing

- Documentation of proposed variance from minimum city, state, or federal design standards (if applicable)
- Itemized cost estimate

#### 4. PUBLIC MEETINGS:

The consultant shall lead up to two public meetings for residents, abutters and businesses in the project area. At the initial meeting, the consultant shall present preliminary design plans. This meeting will identify concerns of businesses, residents and project abutters. A plan of existing conditions and recommended proposed changes on Gosling Road of sufficient quality and size for public presentation purposes shall be used for these meetings. A map of the entire work area of sufficient quality and size for public presentation purposes shall also be provided to facilitate discussion about pedestrian and bicycle improvements, safety and traffic patterns.

#### 5. FINAL DESIGN:

Based on input received from City staff and Boards/Committees, neighborhood residents and project abutters, develop final design plans, specifications and revised final cost estimates for the proposed 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 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, cost estimate, and specifications and four (4) sets of bound plans and contract documents. All shall be submitted electronically and five (5) sets of printed drawings shall be provided to the City. 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.

**The consultant shall prepare all plans as needed to secure any easements and/or acquisitions to construct the project.** Although no road widening is anticipated, it is likely that easements may be needed for temporary construction impacts, mast arm relocations and new cabinet installations.

Original construction plans will become the property of the City of Portsmouth.

#### 6. OTHER REQUIRED TASKS:

- **Environmental and Cultural Documentation** - The consultant will develop and prepare all necessary permit applications, and attend regulatory board meetings as needed. This includes

completion and required research and documentation associated with the appropriate NEPA checklist as required by U.S. Department of Housing and Urban Development.

The consultant will be responsible for preparing all applications and obtaining all pertinent environmental permits and/or other requisite approvals on behalf of the City. The City is responsible for any and all permit fees.

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: Wetland, Shoreland Impact, and Alteration of Terrain, which may include coordination with the NH Division of Historical Resources, the NH Natural Heritage Bureau, the NH Department of Fish and Game as well as the US Army Corps of Engineers and National Marine Fisheries Service. Since the project is federally funded, Section 106 of the National Historic Preservation Act allows the NH Division of Historical Resources (NHDHR)/State Historic Preservation Office (SHPO) the opportunity to review the project's impacts on potentially sensitive historic and cultural resources. The consultant will be responsible for conducting a preliminary review to identify potentially historic and archaeological resources in the project area. The results of these findings and any recommendations from NHDHR will be properly documented.

The consultant may be required to prepare air quality or noise modeling to determine the project's impact on adjacent receptors. The results of these modeling sessions will be stated in the environmental document, if needed.

- **Local Permitting** - The project may also require a City of Portsmouth Conditional Use Permit for impacts within 100 feet of a tidal wetland area and will likely require that a Notice of Intent (NOI) be filed with the US Environmental Protection Agency to satisfy the regulations of the National Pollution Discharge Elimination System Phase II program. The NOI will be completed by the consultant for the City's signature.
- **Meetings** - Meet, as needed, with the City Departments of Community Development, Public Works and Planning Staff 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 up to four meetings with regulatory boards including but not limited to the Parking, Traffic and Safety Committee and the Trees and Greenery Committees.

The consultant's project manager shall take the lead coordinating role in setting project meeting dates with City Staff, regulatory boards, Portsmouth Housing Authority, The Town of Newington, COAST and the neighborhood, with all meeting dates to be established well in advance. Meetings include, but are not limited to:

- Progress Meetings with City Staff (Assume 4 meetings)
- Portsmouth Housing Authority (Assume 1)
- Public Informational Meeting (Assume 1)
- Environmental Resource Meeting (Assume 1)
- The Town of Newington (Assume 1)
- Abutters Meeting (Assume 1)
- Utility Coordination Meeting (Assume 1)
- COAST and Wildcat Transit (Assume 1)
- Pre-Bid meeting with City/ Prospective Contractors (Assume 1)
- Pre-Construction Meeting with City/Contractor (Assume 1)

For all meetings the consultant shall be responsible for recording the events of the meeting and any 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 consultant will provide a means of soliciting input during the design process from residents and abutters not comfortable with speaking in a public setting such as an interactive method of communicating with the public. Meeting notes shall be finalized in coordination with City representatives.

- **Field Visits** – The consultants shall conduct field visits as necessary during the design phase.

#### 7. BID REVIEW:

Consultant shall receive and review construction bids submitted and assist the City with the bid. Respond to proposers questions, issue addenda, and prepare recommendation of award for the City to approve.

#### 8. BIDDING AND CONSTRUCTION SERVICES:

Consultant shall 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 immediately upon contract signing and complete all tasks in their entirety by December 30, 2015. 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 two (2) weeks following proposal submission.

### **CITY ROLE**

Community Development Departments Staff will be responsible for administering and overseeing the 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 proposers' use in development of the proposal:

- City of Portsmouth Bicycle/Pedestrian Plan at <http://www.planportsmouth.com/bike-pedestrian-masterplan2014.html>
- 2005 Existing Conditions and Design and Engineering Plans for "Widening and Signalization Project-Gosling Road" prepared by Gorrill-Palmer Consulting Engineers
- 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 (3 in. res.)
- NH DOT Orthophotos from 2010 (6 in. res.)
- 2013 Orthophotos (1 ft. res.)

## 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 proposer 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 proposer's approach and technical plan for accomplishing the work listed herein. The proposer is encouraged to elaborate and improve on the tasks listed in the RFP; however, the proposer shall not delete any requested scope tasks unless explicitly noted. The proposer shall submit a schedule for completing the scope of work for engineering and design.
- E) **Project Budget -** itemized by task and a total project cost stated as a firm fixed fee. Hourly rates for project staff shall also be provided.
- F) **Three (3) References,** including current contact name and phone number for similar projects.

Five bound 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.

## 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. Particular attention will be given to the experience and demonstrated ability of the project manager and assigned team members to lead effective public meetings and proactively complete all project tasks - 30 points
3. Proposal price – 20 points
4. Previous related work - 25 points
5. Understanding of required project work and schedule - 15 points

## PROCESS AND CONTRACT

Upon review and scoring of all responsive proposals using the criteria outlined above, the City may select the highest scoring proposer with whom to negotiate a final Scope of Services and fee, or the



City may select up to three (3) firms to interview. 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 and so on.

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 City reserves the right to negotiate directly with the firm(s) selected for additional project work.

## **RESERVATION OF RIGHTS**

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.

## **INDEMNIFICATION AND INSURANCE REQUIREMENTS**

### Indemnification

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.

## **ADDITIONAL INFORMATION**

Requests for additional information or questions should be directed in writing to Elise Annunziata, Community Development Coordinator, at [eannunziata@cityofportsmouth.com](mailto:eannunziata@cityofportsmouth.com).