

**RFP # 24-14  
REQUEST FOR PROPOSALS**

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

**ENGINEERING & DESIGN SERVICES  
SAGAMORE AVENUE**

**Sealed Requests for Proposals, plainly marked "RFP # 24-14 Engineering & Design Services, Sagamore Avenue" 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 November 12, 2013.**

**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 improvements for Sagamore Avenue. 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 South Street to the Sagamore Bridge. The design shall include a minimum of five foot bike lanes on either side of the road, granite curbing, necessary drainage improvements, a new concrete sidewalk in compliance with ADA standards, and the placement of new road signs and potential wayfinding signs. The scope shall also include the reconfiguration of the Little Harbor Road intersection to Tee-up the alignment and add crosswalks and sidewalk improvements in this area, potential crosswalk locations, as well as greening the area along the perimeter of the road with the use of rain gardens or other such low-impact stormwater treatments. The scope shall also include a parking study to determine usage patterns as well as recommendations regarding parking's impact on proposed bike lanes.

There will be a **mandatory pre-proposal meeting on October 29, 2013 at 10:00 a.m.** at Department of Public Works, 680 Peaverly 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 that do not attend the mandatory pre-proposal meeting.

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 the following number: (603) 610-7227.

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**FUNDING**

This project is funded by the City's Capital Improvement Fund.

**MANDATORY PRE-PROPOSAL MEETING**

There will be a **mandatory pre-proposal meeting on October 29, 2013 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.

It is the city's intent to construct the improvements to Sagamore Avenue in the spring/summer of 2014 while the Sagamore Bridge is down for reconstruction. The design is intended to create a "complete street" and will include pedestrian and bicycle considerations. In addition, the consultant shall consider low impact design when addressing drainage upgrades.

**Task 1 Survey**

Perform a survey of the existing conditions showing all elevations, observable landmarks (i.e. edge of road, centerline, driveways, sidewalks, buildings, trees, structures with inverts, etc.) and utilities. The survey and datum will be tied into the State plane coordinate system. The consultant shall investigate and determine the existing limits of right of way (ROW) and show it on the plan. The consultant shall locate enough property pins to accurately delineate the existing ROW in which the work will be performed.

**Task 2 Assessment of On-street/Off Street Parking Demand Survey**

The consultant shall conduct a survey of on-street and off-street parking demand between 6 a.m. and 8 a.m. and 6:00 p.m. and 8:00 p.m. weekdays and one Saturday day. The consultant shall contact and

meet with a representative of the Little League to learn about parking issues associated with Little League use, peak usage, time of the year, etc.

### **Task 3 Assess Existing Trees**

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.

### **Task 4 Neighborhood Meeting**

The consultant shall lead a public meeting in the neighborhood to identify concerns of neighborhood residents and project abutters and to explain design process. A plan of existing conditions on Sagamore Avenue (using survey information) of sufficient quality and size for public presentation purposes shall be used for this meeting. 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. The consultant shall be responsible for recording the events of the meeting and site visit with the neighborhood. Resident concerns shall be recorded noting name, address and specific comment and/or concern. This meeting's notes shall be finalized in coordination with City representatives.

### **Task 5 Develop Conceptual Plan**

Develop a color graphic conceptual plan of proposed improvements of sufficient quality and size for public presentation purposes. The plan should include information about off-street parking supply (by block) as well as landscape treatments such as street trees, sidewalks, and esplanades etc.

### **Task 6 On-Site Neighborhood Field-Day Meeting**

The consultant shall hold a field day to provide all abutters on Sagamore Avenue with the opportunity to meet on site to discuss particular design issues. A representative from the City will also attend this meeting. The field day shall take place on a Saturday. The consultant's project manager shall take the lead in scheduling the on site field day meeting.

### **Task 7 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 Sagamore Avenue. The preliminary plan shall address parking supply and landscape treatments. Consultant shall also 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.

*The preliminary plan shall address grade, drainage design, impacts to abutters and any additional ROW or drainage easements needed to construct the project.*

### **Task 9 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 Sagamore Avenue 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 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 and eight sets of bound plans 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.

#### **Task 10 Field Visits**

Conduct field visits as necessary during the design phase.

#### **Task 11 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 drainage 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: 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. 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.

#### **Task 12 Meetings with City Staff**

Meet, as needed, with the Public Works Director/or designee, 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 one meeting each 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.

### **Task 13 Bid Review**

Review construction bids submitted and assist the City with the bid.

### **Task 14 Construction Layout**

Firm shall provide a construction layout after construction has been awarded. Construction layout services to include centerline locations and grades every 50 feet as well as posted line and grades at every Point of Curvature and Point of Tangent. This price will represent completion of this task one time only.

## **PROJECT SCHEDULE**

The selected consultant shall be expected to begin work within two 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 review at the Public Works Department, 680 Peverly Hill Road, Portsmouth, NH from 7:30 a.m. to 3:30 p.m. Monday through Friday:

- 2006 digitized vector data in ACAD/ESRI format.
- City of Portsmouth Orthophotos from 2006.
- NH DOT Orthophotos from 2010.
- City of Portsmouth general specifications in Microsoft Word.

## **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. In a separate envelop labeled "Price Proposal RFP #24-14" budget itemized by task and a **total project cost stated as a firm fixed fee**. Hourly rates for project staff shall also be provided. The three highest ranked proposers shall have the price proposal opened.
- F. Three (3) references, including current contact name and phone number for similar projects.

Five (5) copies of the proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions.

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## **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

The City, at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews. The anticipated time frame for firm interviews is the week of November 18, 2013. Upon identification of the two to four most qualified/highest ranking firms, the price proposals for those firms only will be opened. The Price Proposal may result in re-ranking.

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. 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 Tom Richter, Public Works Department at (603) 766-1412.