

**CITY OF PORTSMOUTH, NH
DEPARTMENT OF PUBLIC WORKS
RFP#28-15
REQUEST FOR PROPOSALS**

**ENGINEERING DESIGN SERVICES
FOR
TRAFFIC STUDY OF WOODBURY AVENUE
FROM ROCKINGHAM AVENUE TO DENNETT STREET**

INVITATION

The City of Portsmouth seeks Proposals for engineering design services for a traffic study of the portion of Woodbury Avenue from Rockingham Avenue to Dennett Street. Sealed proposals, clearly marked “**RFP 28-15, Traffic Study of Woodbury Avenue from Rockingham Avenue to Dennett Street**” on the outside of the mailing envelope, will be accepted until 2:00 PM on Monday, March 23, 2015 at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801.

The Request for Proposal document may be obtained from the City’s web site at www.cityofportsmouth.com/finance/purchasing.htm. Administrative questions may be addressed to the Purchasing Coordinator by calling 603-610-7227. Addenda to this document, 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, and to accept any proposal that it may deem to be in the best interest of the City.

REQUEST FOR PROPOSALS FOR DESIGN SERVICES

Traffic Study of Woodbury Avenue From Rockingham Avenue to Dennett Street

I. Introduction

Woodbury Avenue is a major thoroughfare in the City of Portsmouth. It connects a retail area to the center of the city, passing through and serving a large residential area. The study area, less than a quarter mile in length from Rockingham Avenue to Dennett Street, is particularly busy with an interstate highway off-ramp, two US Route 1 Bypass on/off-ramps, the nearby Portsmouth traffic circle, three hotels, a state liquor store and an elementary school. None of the intersections in the study area are signalized. Woodbury Avenue is frequently cited by residents as having traffic exceeding the speed limit of 25 mph. In the study area, there are crosswalks across Woodbury Avenue at the Rockingham Avenue and Dennett Street intersections, and seven other crosswalks crossing side streets at their intersections with Woodbury Avenue.

II. Purpose and Need

The need for this traffic study is the result of concerns raised by the School Department and parents who are experiencing delays and accidents while exiting from Franklin Drive before and after school. The cars and buses coming and going to New Franklin Elementary School must use Woodbury Avenue, and their drivers experience long wait times exiting on to Woodbury Avenue from Franklin Drive. Accidents are a regular occurrence within the study area. Wait times at the ends of the off ramps from Route 1 Bypass are long due to poor sight distances and heavy traffic volume. To get proper sight lines, vehicles encroach into the crosswalks. This area contains an abundance of traffic signage, some of which may be confusing to drivers.

In order to plan and allocate resources for the needed infrastructure, signaling, signage, and other traffic control measures to ensure the safe and efficient public use of this roadway, the City is seeking a comprehensive study of Woodbury Avenue from (and including) the Rockingham Avenue intersection to (and including) the Dennett Street intersection.

III. Project Goals

Concurrent with this study, the New Hampshire Department of Transportation (NHDOT) is completing a Woodbury Avenue bridge replacement design. The City requested the NHDOT include the entire section of Woodbury Avenue in their design, but due to budget constraints they were not able to fulfill that request. They did indicate that if the City completed the study, the improvements could be included in their bid package. The goal of this study is to identify improvements to the corridor

to enable the City to make improvements to the safety and transportation efficiency of the corridor. The goals of this project include, but are not limited to, evaluation of the roadway to determine:

- Adequacy of the road for all users
- Requirements for signaling
- Recommended speed limits
- Signage and other traffic control devices

The city will use the findings and recommendations from the study to make improvements to the safety and transportation efficiency of the corridor.

The City recognizes and expects that to perform a thorough evaluation the consulting firm must conduct detailed traffic counts that may include speed data collection. The use of traffic modeling for this portion of city road is also anticipated, as are interviews with City staff, residents and abutting businesses.

The City expects the consulting firm to become familiar with the City Bicycle-Pedestrian Master Plan and to take into account its findings and recommendations.

IV. Coordination with Other City and State Projects

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

V. Scope of Work

The Project Study Area includes the following intersections:

- Woodbury Avenue and Rockingham Avenue
- Woodbury Avenue, I-95 Off-Ramp and Anchorage Inn driveway
- Woodbury Avenue, Route 1 Bypass SB Ramps and Franklin Drive
- Woodbury Avenue and Route 1 Bypass NB Ramps
- Woodbury Drive and Holiday Inn north driveway
- Woodbury Avenue, Dennett Street and Holiday Inn middle driveway
- Woodbury Avenue and Holiday Inn south driveway

1. DATA COLLECTION:

The Consultant shall collect vehicle turning movement and pedestrian traffic data at each intersection during the following time periods:

- Weekday Hours (7 AM – 9 AM, 2 PM – 6 PM)
- Saturday Peak Hours (10 AM – 2 PM)

The pedestrian data shall include number of handicapped crossings and the average crossing time.

In addition, automatic traffic recorders shall be used to collect a minimum of 48 hours of traffic volume and speed data on Woodbury Avenue, including a typical weekday and Saturday. The number and locations of ATRs should be sufficient to conduct signal warrants analysis at the key intersections along the corridor.

Bicycle use data shall also be collected.

The Police Department can provide three years of accident data for each intersection for the Consultants use if desired.

2. IMAGERY AND DATA:

Using existing GIS information available from the City, the consultant shall prepare a plan of existing conditions showing existing limits of right-of-way (ROW), available elevations, structures, easements, observable landmarks (i.e. edge of road, centerline, driveways, sidewalks, buildings, trees, structures with inverts, etc.) and utilities. If additional data is required beyond the City's base maps, the Consultant will be responsible for obtaining that data.

3. ENGINEERING STUDY & TRAFFIC ANALYSIS:

The Consultant shall perform an assessment of all the intersections for each time period listed in Section 1 for an evaluation of the existing capacity constraints. After considering seasonal adjustments and an annual growth rate the Consultant shall perform an evaluation of 10-year future conditions. The Consultant shall consider operational and safety conditions, as well as potential capacity improvements by evaluating items such as turn lane warrants, signal warrants, turning movement restrictions and closing/combining of driveways/intersections. The Consultant shall also model the corridor under existing and proposed (with improvements) conditions. The analysis effort should quantify the benefits of the improvements over the no-build condition.

The Consultant shall also evaluate accident data to determine if any changes to existing traffic control are required based on accident trends. Sight lines at all intersections shall be measured and compared to requirements.

A complete inventory of signage along the corridor, along with recommended changes, must be provided.

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.

The Consultant should use the data acquired in the Engineering Study to prepare conceptual plans for presentation to City staff. After approval of the conceptual plans by Staff, the Consultant shall

develop colorized graphic conceptual plans of proposed improvements of sufficient quality and size for public presentation purposes.

4. PRELIMINARY DESIGN

Preliminary design will not be a part of this contract; however, a contract amendment to include these services may be negotiated at a later time. The preliminary plans would include, but not be limited, to:

- Location plan
- General plan
- Typical details
- Handicap Ramp details
- Utility Plan, if required
- ROW, alignment, and Curb Ties as needed
- Pavement markings and signage
- Signalization Plan, if needed
- Documentation of proposed variance from minimum city, state or federal design standards (if applicable)
- Itemized cost estimate using, to the maximum extent practical, item numbers, nomenclature, descriptions, and materials and construction requirements that are contained in the Standard Specifications for Road and Bridge Construction, State of NHDOT latest edition. Method of measurement and basis of payment for items used may be modified by Special Provision at the discretion of the designer. Special items unique to the project will require their own Special Provisions.

5. PROJECT MEETINGS

It is assumed that five meetings will require the consultant's attendance as provided below. The Consultant shall be responsible for recording and preparing meeting agendas and minutes as well as providing presentation plans as requested by the City.

- project kickoff meeting;
- data gathering site visit;
- draft report presentation to DPW staff;
- draft report presentation to City's Parking Traffic and Safety Committee; and
- final report presentation.

6. FINAL DESIGN

Final design will not be a part of this contract; however, a contract amendment to include these services may be negotiated at a later time.

7. CONSTRUCTION SERVICES

Construction Engineering and Inspection will not be a part of this design contract; however, a contract amendment to include these services may be negotiated at a later time.

VI. Submittal Requirements

The Consultant shall submit four bound copies of the proposal. Proposals will be accepted until 2:00 PM on Monday, March 23, 2015 at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801.

The following items shall be included in the proposal submission:

1. Firm Description – provide a brief description of the firm including firm size and areas of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.
2. Project Team – Provide names and resumes of key professional staff who would be assigned to the project. Each team member's education and experience shall be listed. The team leader shall be designated. It will be required that at least one member of the team will be a licensed Professional Engineer in the State of New Hampshire.
3. Relevant Experience – Provide the details of relevant experience and past performance of the consultant and its team members on comparable projects. This item should cover, at a minimum, the substantive nature of comparable projects. Consultants are required to give sufficient information of their experiences to permit the City to understand and verify the exact nature of the contributions made by the Consultant to the projects listed.
4. References – Provide the name, title, locations, and phone number of persons who can substantiate the consultant's referenced experiences as listed in Item #3 above.
5. Statement of Project Understanding – The consultant shall state in succinct terms its understanding of what is required by this Request for Proposal.
6. 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. The Consultant shall submit a schedule for completing the scope of work.
7. 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.

VII. Selection Criteria

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements10 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 tasks30 points
3. Previous related work30 points
4. Understanding of required project work15 points
5. Proposal price15 points

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

VIII. 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 will enter into negotiations with the next highest ranking firm.

IX. Additional Work

The City reserves the right to negotiate additional work including design and construction services.

X. Additional Information

Questions and requests for additional information should be directed in writing to Eric Eby at the Department of Public Works at ebeby@cityofportsmouth.com. The deadline for questions and requests for additional information is 4:30 PM on Monday, March 16, 2015. Addenda to this request for qualifications, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Firms submitting qualifications should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

XI. Reservation Of Rights

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Consultant and to evaluate the qualifications submitted. Firms may be requested to execute releases for information. Failure to provide a release upon request will result in disqualification.

The City of Portsmouth reserves the right to negotiate additional work.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to 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 bidding assistance, 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 make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The City reserves the right to negotiate directly with the firm selected for additional project work including construction administration services, and/or additional project engineering and design services.

XII. 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.