

City of Portsmouth
Portsmouth, New Hampshire

Planning Department

“Coastal Resilience Initiative”

REQUEST FOR PROPOSALS

Sealed Proposals, plainly marked with “Coastal Resilience Initiative, RFP 31-12 ” on the outside of the mailing envelope as well as the sealed Proposal Envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire 03801, will be accepted until 2:00 p.m. on April 30, 2012.

The City of Portsmouth is seeking proposals for an experienced and qualified consultant or consultant team to analyze the potential future impacts of climate change on the City of Portsmouth in order to integrate adaptation planning into the City’s local planning and regulatory framework. The purpose of this RFP is to contract for these services.

Four (4) copies and a digital copy of Proposals shall be submitted by the date and time as indicated above.

Specifications may be obtained from the City’s web site:
<http://www.cityofportsmouth.com/finance/purchasing.htm>, by contacting the Finance/Purchasing Department on the third floor at the above address. Addenda to this proposal document, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Addenda will not be provided directly to bidders.

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.

CITY OF PORTSMOUTH, NH

RFP # 31-12

REQUEST FOR PROPOSALS PROFESSIONAL PLANNING SERVICES

COASTAL RESILIENCE INITIATIVE

The City of Portsmouth is seeking an experienced and qualified consultant or consultant team to analyze the potential future impacts of climate change on the City of Portsmouth in order to integrate adaptation planning into the City's local planning and regulatory framework.

Sealed Request for Proposals, plainly marked RFP #31-12, "Coastal Resilience Initiative" 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 Monday April 30, 2012.

BACKGROUND/PURPOSE

Portsmouth's location makes it particularly vulnerable to certain weather events. The City has a high likelihood of experiencing hurricanes and other high wind events as well as severe winter weather. As a coastal community on an estuary, Portsmouth is highly susceptible to storm surges: when high wind events create increased wave action, those events are particularly exacerbated by high tides. The City's recently completed Hazard Mitigation Plan predicts that much of Portsmouth could be affected by a coastal storm surge due to the low elevation with a worst case scenario of 25 feet above normal sea level.¹

Climate change brings with it changing environmental conditions. Portsmouth is likely to encounter substantial increases in the extent and frequency of coastal weather events that could result in significant damage to both the built environment and the community's natural resource areas. It is not certain how often these weather events will occur and how severe they will be, but there are ongoing efforts to acquire and analyze new information to understand hazard risk. For example, a recent report produced by Climate Solutions New England at the University of New Hampshire reported that extreme weather events of rainfall of four inches or more within 48 hours are occurring more frequently in the past two decades than in the previous four decades.² Assessing this and other emerging information will be a key part of this project.

Increased intensity and frequency of coastal storms and sea level rise has the potential to result in extensive property damage and costly repairs for the City as well as residents and businesses. Of particular concern is the potential for irreplaceable historic property loss in the City's Historic District, portions of which are located in high hazard areas. Portsmouth's tidal wetlands and areas of salt marsh situated in the Lower Piscataqua River estuary have the potential to be altered

¹ City of Portsmouth Hazard Mitigation Plan, 2010, p. 17.

² *Climate Change in the Piscataqua / Great Bay Region: Past, Present, and Future*, p. 13.

by increased frequency and duration of salt water inundation as well as erosion caused by changing sea levels, larger storm surges, and more severe storms.

Key climate issues for an urban coastal community like Portsmouth relate to:

- locational vulnerabilities of existing densely built neighborhoods and commercial areas;
- age and potential instability of existing buildings and infrastructure;
- economic hardship to prepare for and recover from storm and flood damage;
- potential for adapting or relocating public infrastructure;
- impacts on water quality and public health;
- impacts on regionally significant ecosystems;
- costs of hazard preparedness and emergency management.

The City, with the assistance of the Rockingham Planning Commission, recently completed an update to its Hazard Mitigation Plan. The plan is intended to assist in identifying and mitigating future impacts of natural and human-made hazard events. This plan will serve as an important baseline report for the New England Municipal Coastal Resilience Initiative, by beginning to identify hazard-prone areas.

SCOPE OF WORK

The City of Portsmouth Planning Department is requesting proposals from qualified firms to work with staff to assess the City's resilience to climate change. Below are the minimum tasks required; consultants may expand upon this scope but may not reduce it.

Task 1 Conduct Vulnerability Assessment & Risk Scenario

1.1 Climate Change Scenarios

- Identify the climate change factors that will be important to include in scenario development and vulnerability assessment. For example, rate of sea level rise, change in storm frequency and intensity, potential change in storm surge elevations, and temperature changes.
- Identify the climate change projections to be used and the scientific basis for the projections.
- Develop scenarios based on various combinations of climate change factors.
- Scenarios shall consider varying estimates of changes in sea level, precipitation, temperature, wind intensity, etc.
- Select 3 to 6 scenarios to evaluate vulnerability and resilience.

1.2 Inventory and Mapping

- Utilizing Citywide GIS data, LIDAR, other data, reports and information as available to identify the geographic areas of the City that will be vulnerable to climate change under the most severe scenarios.
- Identify the elements of the natural and built environment that will be impacted by climate changes. Results should include a detailed listing of potential impacts to City facilities and infrastructure as well as more generalized impacts to private sites and facilities in addition to important natural resource areas such as wetlands, saltmarsh, and other areas of important habitats and natural communities.

1.3 Vulnerability Assessment

Assess the potential impacts of climate change under each scenario on:

- Natural resources including coastal salt marsh areas;
- Public infrastructure including transportation networks, water supply, wastewater and stormwater systems, and energy and communications systems;
- Critical public services including emergency response systems, public health facilities and systems;
- Real property including commercial and residential properties, with special focus on historic resources;

Task 2 Develop Risk Management Plan

The Consultant shall develop a risk management plan to include but not be limited to the following work:

- 2.1 Develop a set of potential strategies to address different climate change hazard risks. Strategies shall include response and coordination among local, state and federal government officials and the private sector.
- 2.2 Strategies will include high and low cost and short and long term options that can be presented to the public.

Task 3 Public Outreach and Education

The Consultant shall conduct public outreach about the concept of climate adaptation and the options for responding to associated coastal risks. This focused outreach process will be coordinated to support the community Master Plan process, scheduled to begin in July 2012.

- 3.1 Develop web content about the need for climate adaptation, summarizing the vulnerabilities to climate change in Portsmouth and describing potential adaptation strategies.

- 3.2 Solicit input from the public through the use of on-line feedback forms or other methods to assist the City in developing the proposed changes to the City's Master Plan and land use ordinances and regulations;
- 3.3 With the assistance of the Coastal Adaptation Workgroup, present findings and report out to the public at a community meeting, describing the results of the vulnerabilities assessment and the proposed adaptation strategies to be reviewed as part of the City's Master Plan process.

Task 4 Implementation

The consultant will identify appropriate adaptation strategies for incorporation into the City's plans, regulations and policies as follows:

- 4.1 Provide a report detailing additions and changes to various Master Plan sections.
- 4.2 Recommend an approach for incorporating best practices into land use regulations and Building Code. Provide draft language or examples from other communities where climate change adaptation is being implemented.
- 4.3 Provide content for the StormSmart Coasts website, including a summary of the work conducted, findings and recommendations; and a discussion of how the project's outcomes can be shared and used by other New England coastal communities.

SCHEDULE

Contract award and execution is anticipated within one month of proposal submission. The selected consultant shall be prepared to begin work within two weeks of contract execution and shall complete all project work on phase one of the project in its entirety by Friday August 24, 2012, including final City review and approval. (Please see the Funding and Payment section for information about project phasing)

CITY ROLE

Planning Department staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Planning Department will oversee the project and work closely with the consultant as work proceeds. Input will be solicited from a variety of City Departments, including but not limited to the Public Works, Health, Inspections, Fire and Police Departments.

The following information is available for review at Portsmouth City Hall, 1 Junkins Avenue Portsmouth, NH from 8:00 a.m. to 4:30 p.m. Monday through Friday.

- Portsmouth Hazard Mitigation Plan
- Citywide GIS data layers available:
 - City-owned properties
 - Wetland Inventory 2003
 - Parcels

- Streets
- Conservation lands
- Utilities (water, sewer, stormwater, pump stations, treatment plants)
- Topography (2' contour intervals)
- Digital orthophotos 2000, 2003, 2005, 2006, 2010

Please contact Peter Britz at (603)610-7215 to make an appointment to review any of this information.

Additional information that will be available for this project includes recent LIDAR (Light Detection and Ranging) for coastal New England as well as a new study titled *Climate Change in the Piscataqua/Great Bay Region*.³

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the required elements as section headings in the order in which they appear below:

- A. Firm Description – provide a brief description of the firm including firm size and area of specialization.
- B. Project Team – Provide names and resumes of key professionals who would be assigned to the project. Resumes shall be included for key project personnel only. Each team member's education and experience shall be listed. The project manager shall be designated and a description of relevant previous projects, and the project staff that have played a central role in those projects shall be provided. Any subconsultants shall be identified and a description of relevant previous projects provided.
- C. Statement of project understanding – State in succinct terms the consultant's understanding of what is required by this Request for Proposals.
- D. Scope of Services – Describe the consultant's approach and technical plan for accomplishing the work listed herein broken out by task. The consultant is encouraged to elaborate and expand on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks.
- E. Detailed schedule by task and subtask.
- F. A lump sum proposal price itemized by task, and hourly rates for project personnel. Please note the Funding and Payment section below for divisions of budget tasks and subtasks.
- G. Three (3) references, including current contact name and phone number for similar projects which the project manager has managed.

The proposal 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.

³ *Climate Change in the Piscataqua/Great Bay Region: Past, Present, and Future*, Wake, Cameron P., Elizabeth Burakowski, Earth Systems Research Center, University of New Hampshire, September 2011.

Sealed Requests for Proposals, plainly marked RFP # 31-12, "Coastal Resilience Initiative," 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 Monday April 30, 2012.

EVALUATION CRITERIA

Proposals will be evaluated by a team of City staff according to the following:

- | | |
|--|-----------|
| 1. Responsiveness to submission requirements. | 15 points |
| 2. Qualifications of firm and project team members including any proposed subconsultants. Particular attention will be given to the experience and ability of the project manager. | 25 points |
| 3. Previous related work. | 15 points |
| 4. Understanding of project goals and issues. | 20 points |
| 5. Proposal price. | 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 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 undertake such investigation as it deems necessary to verify qualifications.

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

CONTRACT DOCUMENT

Upon selection, the successful Consultant will be sent a contract for execution. 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. Contractor shall be required to carry insurance; see attached "Insurance Coverage Requirements".

FUNDING AND PAYMENT

This project has been made possible by a grant from the Gulf of Maine Council on the Marine Environment and the Northeast Regional Ocean Council with funding from the National Oceanic and Atmospheric Administration. The award for this project has been provisionally approved for \$30,000. The **first phase** of the project in the amount of \$20,000 was approved through August 31, 2012 and the remainder, which will be the **second phase** of the project in the amount of \$10,000 is contingent upon final confirmation of funding from NOAA. Given the phased approach to the funding please note the following when preparing the budget for this project:

- From the Scope of Work Section above, all of Task 1, Task 2, Task 3 subtask 3.1 and Task 4 subtasks 4.1 & 4.2 will be covered with funding for the first phase of the project.
- The second phase of the project will include Task 3 subtasks 3.2 & 3.3 and Task 4 subtask 4.3.

Contractor will be selected based on a proposal for the entire project and paid on a lump sum basis upon approved completion of each phase of the project. Since the second phase of the project will not be confirmed until the first phase of the project is underway, contractor shall not proceed with the second phase of the project without authorization from the City.

ADDITIONAL INFORMATION

Questions must be submitted in writing by Monday April 23, 2012 and answers will be posted in addenda to the City of Portsmouth website by Wednesday April 25, 2012. Addendums will only be posted to the City's website and not sent out to responders directly.

Requests for additional information should be directed to Peter Britz, Environmental Planner/Sustainability Coordinator at (603)610-7215.

Indemnification

The Consultant agrees 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.

INSURANCE COVERAGE REQUIREMENTS

1. Consultant shall carry Comprehensive General Liability Insurance with combined single limits not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage and \$2,000,000 for general aggregate.
2. Consultant shall carry Automobile Liability Insurance, including owned and hired motor vehicles, on an occurrence form with a combined single limit of not less than \$1,000,000 for Bodily Injury and Property Damage.

The City of Portsmouth shall be named as an additional insured on these liability policies. Coverage amounts can be met through umbrella/excess policies.

3. Consultant shall carry Professional Liability Insurance in an amount of not less than \$1,000,000 in the aggregate, covering acts, errors, or omissions related to the Scope of Professional Services to be rendered under this Contract.
4. Consultant shall carry Worker's Compensation Insurance for all persons employed under this contract in accordance with the statutory requirements.

Applicable to all insurances requirements:

The City of Portsmouth shall be identified as a certificate holder on all policies as follows:
City of Portsmouth, Attn: Legal Department, 1 Junkins Avenue, Portsmouth, NH 03801.

Consultant shall provide proof of insurance coverage satisfactory to the City of Portsmouth.

Coverages shall remain in effect for a period consistent with the Statues of Limitations under the Law of New Hampshire.