

**City of Portsmouth, New Hampshire
Public Works Department**

**REQUEST FOR PROPOSALS #31-15
for
Portsmouth City Hall Programmatic Needs Evaluation**

INVITATION

Sealed proposals, plainly marked, “RFP #31-15, City Hall Programmatic Needs Evaluation” addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801 will be accepted until **2:00 p.m. on Tuesday April 7, 2015.**

A mandatory pre-proposal meeting will be held on **Friday March 20, 2015 at 9:00 a.m.** to answer questions and clarify any project issues. Attendance is required. Firms that do not attend will be disqualified from proposing. The meeting will be held at: Conference Room A, Portsmouth City Hall, 1 Junkins Avenue, Portsmouth, NH 03801.

Requests for additional information should be directed to Dan Hartrey by email at djhartrey@cityofportsmouth.com, and received no later than **4:30 p.m. on March 24, 2015.** The answers to any questions will be posted on the website by **4:30 p.m. March 31, 2015.**

The Portsmouth Public Works Department is seeking a qualified firm to conduct a comprehensive Programmatic Needs Evaluation for City department functions at the Portsmouth City Hall Complex. The focus of this evaluation is the space and operational requirements of various City departments that occupy the complex. Services provided by the firm will include:

1. Interview City Administration and Department Heads to determine program needs for each department.
2. A building evaluation to survey, analyze and evaluate the space needs for each department based on interviews.
3. Identifying future use and recommend modifications for buildings to accommodate departmental, personnel, and public operations.
4. A recommendation of building projects to address inefficiencies in building space usage, both for employee and public occupants, and departmental operations.

The RFP is available on the City’s at <http://www.cityofportsmouth.com/finance/purchasing.htm> or by contacting the Finance/Purchasing Department at the following number: (603) 610-7227. 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 addenda to this proposal will not be provided directly to the proposers. It is the responsibility of the proposing firm to check the City’s website and ensure Proposal includes all addenda. 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.

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PROJECT BACKGROUND/PURPOSE

The City of Portsmouth has used a complex of former hospital buildings as its government center since 1990. The facility consists of three contiguous buildings, one built in 1929 (Seybolt Building), an addition in the 1950s, and a final addition that was added in 1962. There is also a small power plant building sited adjacent to the main buildings. The approximate total area of the facility buildings is 92,800sf.

The City Hall complex houses City office space for all departments (excluding the Fire Department, Department of Public Works, Library and Recreation Department) and also contains the City's Police Department. A number of non-profit organizations also use space in the Seybolt building. The complex is likely to remain in its current use for the foreseeable future. The Departments to be reviewed include, but are not limited to:

- Parking Clerk
- Welfare
- Assessor
- Tax Collector
- City Clerk
- Information Technologies (IT)
- Finance & Purchasing
- Water & Sewer Billing
- Building & Inspections
- Health
- Community Development
- Planning
- Economic Development
- Human Resource
- Legal
- Zoning Enforcement
- City Manager
- City Mayor
- City Council

The Portsmouth Police Department conducted an independent study which analyzed the existing police department programmatic needs and space requirements. This report is available as Exhibit A, and its findings shall be incorporated to the recommendations for the City Hall complex evaluation report. Exhibit B – Facility Condition Assessment Report of City Hall is also provided.

Both Exhibits A and B can be found, as separate attachments, on the City's webpage <http://www.cityofportsmouth.com/finance/purchasing.htm> listed under the project name.

In recent years the City's various department managers have noted a lack of office space, and inefficiency in usage of such space for both City staff and public visitors.

In order to plan and allocate space needs of the various municipal departments for efficient operation in its current role, the City is seeking a comprehensive programmatic needs evaluation for each department.

SCOPE OF SERVICE

The goals of this project include, but are not limited to, evaluating programmatic and functional needs of each department and using the subject building to produce data that can be used to determine programmatic needs by department and determine existing building suitability. The anticipated scope of work is as follows:

Phase 1: Determine Programmatic Needs by Department

1. Conduct interviews with administration, department heads and specified personnel of each department.
 - a. Collect data on functions for each department using a Department Questionnaire, while incorporating existing and future operational requirements.

Phase 2: Determine Existing Building Suitability

1. Perform a building evaluation to survey, analyze and evaluate workable space of the currently used City Hall building.
 - a. Assess adequacy of facility layout and operation based on department interviews, current staffing, municipal and departmental missions, goals, and standards.
 - b. Identify and quantify deficiencies in the existing building layout as it relates to the functioning of each department and the City Hall complex as a whole.
2. Future Use Recommendation: For existing building to accommodate employee and public occupants, and departmental functioning.
 - a. Provide the City with a comprehensive improvement planning document, with associated recommendations, to use in future facility space modifications.
 - b. Assist in developing a planning tool for strategic and long-range purposes.
 - c. Enhance City decision-making by identifying highest priority needs and future needs to resource.
3. Building Project Recommendations: A needs analysis regarding feasible alternatives for building acquisitions, building construction, building renovation or building additions. This analysis will include feasibility level budgets for proposed improvements.
 - a. Additional information from a recent Facility Condition Assessment by ISES Corporation and a structural report from Gale Associates will be provided to the selected firm, for incorporation into this task.

SCHEDULE

The City anticipates that the firm will start immediately upon contract execution with Phase 1 completed within sixty (60) days. Phase 2 Executive Summary and Recommendation is anticipated to be completed within one hundred twenty (120) days.

PROPOSAL

Proposals shall provide sufficient information to allow the City to evaluate the firm's approach, experience, staff and availability.

The firm is free to suggest changes and improvements to the scope of services. For this proposal, it is assumed by the City that all of these tasks will be completed, unless any proposed changes to the task list are clearly highlighted and noted in the firms' proposal.

The proposal shall include, and will be evaluated on, the following components:

1. An Executive Summary providing a brief history of the firm and identifying the firm's expertise, technical capabilities, and philosophy. The Executive Summary shall include contact information and be signed by an officer of the firm with the authority to commit the firm.
2. Years in business; Ownership structure; Location of home and branch offices.
3. Organizational chart for the team managing and executing this contract. List the individual(s) who will serve as the lead representative for the work.
4. A list of similar projects in which the firm is currently involved, or has been involved. Please list project description and status.
5. Qualifications and resumes for key staff and subconsultants. The resumes shall include specific information about expertise, (e.g., specification writing, troubleshooting, management, accessibility design, etc.). At least one member of the assigned team must be an architect licensed in the State of New Hampshire and AIA certified.
6. The firm's proposed approach to managing the project expertly and efficiently, including distribution of tasks, travel, and duration of which staff will be on site during what periods of time, etc.
7. As an attachment, provide an example of a previous Final Report or Executive Summary completed by members of the firm's team. List the team member who actually wrote the document.
8. A list of references (with contact name and telephone number) of similar projects, for which your company has, in whole or in part, provided services.
9. Other information, qualifications and/or exception that the firm may consider appropriate to raise during the selection process.

Please provide, six (6) copies of the Proposals, including attachments.

FEE

In a separate sealed envelope please submit a detailed price proposal including hourly rates for staff and separate pricing for both phases.

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.

SELECTION PROCESS

The City will review and evaluate all proposals, and may select the three (3) most qualified firms for interviews. The selection shall be based on the criteria listed below. The order in which the criteria appear does not indicate the importance, ranking or weighting that will be used in the evaluation.

1. Firm's experience and qualifications.
2. Proposed approach to the project.
3. Successful experience performing similar projects.
4. Experience and availability of the staff to be assigned to perform the services required by the Project.
5. Cost and projected timeline to accomplish the scope of work.

After review of the proposals the City will open the three (3) top ranked firms' price proposal. The City will negotiate with the highest ranked firm on the tasks, staffing, schedule, and price. Negotiations may be terminated if they fail to result in a contract within a reasonable amount of time. Negotiations will then ensue with the second ranked Firm, and if necessary, the third ranked Firm.

By submitting a proposal, the firm consents to the City undertaking such investigation as it deems in its best interest to investigate the firm's qualifications. The submitting firm assumes all responsibility for any costs it incurs in preparing a response to this Request for Proposal. The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, and to accept any proposals that are deemed to be in the best interest of the city.

END OF RFP