

City of Portsmouth
Portsmouth, New Hampshire
Department of Public Works

DESIGN SERVICES
Middle Street/Miller Avenue/Summer Street Traffic Signal Replacement Project

REQUEST FOR PROPOSAL

Sealed proposals, plainly marked, RFP #32-21 Design Services – Middle Street/Miller Avenue/Summer Street Traffic Signal Project shall be addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. **Proposals will be accepted until Friday, April 9, 2021 at 10:00 a.m.**

The City of Portsmouth seeks proposals from qualified consulting firms for engineering design services to upgrade one signalized intersection within Downtown Portsmouth. The intersection is:

- Middle Street at Miller Avenue and Summer Street

Preliminary design plans will be due for public review sessions by June 11, 2021. It is anticipated that final submissions will be due in early August 2021 for bidding.

This RFP is available from the City's web site: <http://www.cityofportsmouth.com/finance/purchasing.htm>, under the project heading. Questions may be directed to the Purchasing Coordinator at 603-610-7227. Addenda to this bid document, 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 vendors.

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.

**REQUEST FOR PROPOSAL FOR
DESIGN SERVICES
Middle Street/Miller Avenue/Summer Street Traffic Signal Project**

**I
Introduction**

The City of Portsmouth seeks proposals from qualified consulting firms for engineering design services to upgrade a signalized intersection within Downtown Portsmouth. The intersection is:

- Middle Street at Miller Avenue and Summer Street

**II
Purpose and Need**

This intersection needs modernization, emergency signal pre-emption systems and pedestrian upgrades.

**III
Coordination with Other City Projects**

The City is in the process of upgrading infrastructure in the area. The following project(s) have either been completed or are planned:

Middle Street Repaving

The City is planning on repaving Middle Street as part of sewer improvements to the Union Street area. This construction could happen as soon as 2022.

**III
Scope of Work**

1. DATA COLLECTION:

The Consultant shall collect vehicle turning movement and pedestrian traffic data in 15-minute intervals at the intersection during the following time periods:

- Weekday (6 AM – 6:30 PM)
- Saturday Midday Peak Hours (11 AM – 6 PM)

The City will provide accident data as needed for the intersection for the Consultant's use.

2. BASE PLAN PREPARATION:

A ground survey will be required from approximately 200 feet from the intersection. Base plans will be prepared at 20-scale, including, but not limited to right-of-way, elevation contours, drainage and sewer structures, utilities, traffic signs, retaining walls, buildings, curbing, sidewalks, driveways, pavement markings, signal equipment, and other major features. If capacity improvements, (i.e. widening for turn lane) are needed to achieve the full benefits, cross-sections will be required at a maximum of every 50 feet along the alignment; cross-section data will include all existing features.

3. TRAFFIC ANALYSIS:

The Consultant shall perform an assessment of each time period listed in Section 1 for an evaluation of the existing capacity constraints. After considering seasonal adjustments and an annual growth rate, which shall be approved by City staff, the Consultant shall perform an evaluation of an opening year and 10-year future no-build conditions. The Consultant shall consider operational and safety conditions, as well as potential capacity improvements by evaluating items such as turn lane warrants.

The City assumes that there will be limited widening as part of this project given the existing constraints. The Consultant and the City will evaluate the elimination of parking in certain areas for the creation of side street turn lanes if necessary.

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

4. PRELIMINARY DESIGN:

The consultant will develop preliminary design plans for City of Portsmouth approval prior to proceeding to final design. The preliminary plans will include, but not be limited to:

- Location plan
- General plan with survey detail and contours
- Utility plan, if required
- R.O.W., alignment and Curb Ties as needed
- Pavement Markings and Signage
- Signalization Plan
- 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, 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.

Original construction plans and specifications will become the property of the City of Portsmouth. A professional engineer licensed in the State of New Hampshire will stamp all plans. The consultant will also provide the City with electronic files containing all engineering data in AutoCAD formats. Drawings will be based on State Plane Coordinates.

5. MEETINGS:

It is assumed that four (4) 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.

- Progress Meetings with City Staff (Assume 2 meetings)
- Public Informational Meeting (Assume 1)
- Pre-Bid meeting with City/ Prospective Contractors (Assume 1)

6. FINAL DESIGN:

Following the preliminary plan presentation, the Consultant will prepare final design plans, specifications, and an estimate for City review and approval. The final design plans will consist of two separate design review submissions:

- Preliminary PS&E
- Final PS&E

The Final PS&E submission shall include a Preliminary Traffic Control Plan and Prosecution of Work for discussion with the City. Each submission shall include a list of the project items and descriptions of variances from the minimum City design standards. Following the review of the Final PS&E submission, the Consultant shall make any minor revisions and submit a copy of the plans with a copy of the calculations, which shall be stamped by a Professional Engineer in the State of New Hampshire for use in construction bidding. All design computation sheets and plans shall also be submitted in electronic format for the City's future use.

7. RIGHT OF WAY PLANS:

The Consultant shall prepare all plans needed to secure any easements and/or acquisitions to construct the project.

8. CONSTRUCTION SERVICES:

- A. *Traffic Signal System Fine-Tuning and Adjustment in Field* – Following construction, the Consultant shall provide engineering and technical personnel to fine-tune and adjust the system equipment and signal timings in the field. A check and review of the traffic operations plans shall be field documented to assure that the proper operations are implemented.
- B. *Verification of Controller Programming and Timing*
- C. *Punch list for the Contractor*

IV Submittal Requirements

The Consultant shall submit three (3) bound copies of a non-price proposal and one (1) separate sealed original price proposal that includes a lump sum fee for design services to complete the scope of work. **Proposals will be accepted until Friday, April 9, 2021 at 10:00 a.m. at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.**

The following items shall be included in the non-price 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.
3. Relevant Experience – Provide the details of relevant experience and past performance of the consultant and its team members on comparable signal design 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 Requirements – 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.

Costs – The consultant shall submit in a separate sealed envelope a price required to complete the services described in the proposal. The fee schedule should be broken down by proposed task including labor, overhead, profit and reimbursable expenses. A cover letter must be included which is signed by an authorized owner or agent of the firm, committing the firm's resources to complete the project on time and within the fee.

7. Insurance – The Consultant shall purchase and maintain, for the duration of the contract, insurance of limits and types specified below from an insurance company approved by the City, in addition to the following:

The Consultant will indemnify the City against all suits, claims, judgments, awards, loss, cost or expense (including without limitation attorney fees) arising in any way out of the Consultant's performance or non-performance of its obligations under this Contract. Contractor will defend all such actions with counsel satisfactory to the City at its own expense, including attorney's fees, and will satisfy any judgment rendered against the City in such action.

Additionally Insured

All liability policies shall include the City of Portsmouth, NH as named Additional Insured.

- 1) The Consultant's insurance shall be primary in the event of a loss.
- 2) The Additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the Consultant.
- 3) City of Portsmouth shall be listed as a Certificate Holder. The City shall be identified as follows:

City of Portsmouth
ATTN: Legal Department
1 Junkins Avenue
Portsmouth, NH 03801

Evidence of Insurance

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance companies certifying that all the insurance policies specified below are in force for the specific period. The Consultant shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth, NH at least thirty (30) days prior to the cancellation or non-renewal of such coverage.

Forms of Insurance

Insurance shall be in such form as will protect the Consultant from all claims and liabilities for damages for bodily injury, including accidental death, and for damage, which may arise from operations under this Contract whether such operation by himself or by anyone directly or indirectly employed by him.

Amounts of Insurance

- A. Comprehensive General Liability:
Bodily Injury or Property Damage - \$2,000,000
- B. Automobile and Truck Liability:
Bodily Injury or Property Damage - \$2,000,000
- C. Professional Liability:
Errors and Omissions - \$2,000,000

Additionally, the Consultant shall purchase and maintain the following types of insurance:

Full Workers Comprehensive Insurance Coverage for all people employed by the Consultant to perform work on this project. The insurance shall be in strict accordance with the requirements of the most current laws of the State of New Hampshire.

V
Selection Criteria

All responsive submittals shall be reviewed and the City may conduct interviews of short-listed firms. Each team shall be evaluated based on the following criteria:

- A. Team Qualifications 20%
- B. Qualifications of Project Manager, Lead Designers, and other Key Staff 25%
- C. Understanding of Project Objectives 15%
- D. Responsiveness to City's Requirements reflected in Proposed Approach/Scope 15%
- E. Adherence to Project Schedule 25%

Upon review of the non-price proposals and after conducting interviews, if so used, the City shall rate the firms in order of preference. The top rated firm shall be notified of its standing and its price proposal shall be opened. If the City is unsuccessful in reaching a satisfactory contract fee with the top rated firm, it may terminate the negotiations without prejudice and commence negotiations with the second rated firm. If no agreement can be reached with the second rated firm, the City shall move to the third, and so forth. Once negotiations are terminated with a firm, they may not be reopened.

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, and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract.