

**CITY OF PORTSMOUTH  
NEW HAMPSHIRE**

Department of Public Works

**RFP #35-13  
REQUEST FOR PROPOSALS**

**PRESERVATION CONTRACTOR SERVICES  
SHAW BUILDING DESIGN/BUILD PROJECT**

The City of Portsmouth, New Hampshire is seeking proposals from interested preservation contractors for design/build services for improvements to the Shaw Building located in Prescott Park, Portsmouth, New Hampshire.

Sealed Request for Proposals, plainly marked "RFP # 35-13 Preservation Contractor Services Shaw Building Design/Build Project" on the outside of the mailing envelope as well as the sealed Non-Price Proposal & Price Proposal envelopes, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until 2:00 p.m. March 14, 2013. The price proposal shall be in a separate sealed envelope marked price proposal.

There shall be a mandatory pre-proposal meeting at the Shaw Building at 10:00AM on Thursday February 28, 2013.

No faxed, e-mailed, or electronic submissions will be accepted.

Request for Proposal forms may be obtained from the Finance/Purchasing Department on the third floor of City Hall 1 Junkins Ave, Portsmouth, New Hampshire, by calling (603) 610-7227, or from the City's website at <http://www.cityofportsmouth.com/finance/purchasing>.

Addenda to this request for proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Addenda will not be sent directly to plan holders.

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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**SUMMARY**

The City is seeking Proposals from qualified preservation contractors for design services for improvements to the existing Shaw Building located on Prescott Park in Portsmouth, NH.

The Shaw Building currently sits adjacent to Water Street, a private road thru Prescott Park. It has rotted sills below grade. Structural improvements are desired including new sills, support posts, masonry foundation. The successful proposer shall address rot, mold, and other issues relating to the high moisture regime found in the cellar. The proposed work shall be only to the main Shaw Building and not the smaller attached sheds. The City will be replacing the roof with new eastern white cedar shingles after the foundation is improved.

**PROPOSAL REQUIREMENTS**

The proposal will consist of two parts: Part I shall consist of a qualifications package; that qualifications package shall include the following components in the order described:

1. Cover letter
2. Brief description of the firm
3. Project understanding
4. Experience statement identifying work on similar projects. Experience statements shall identify the key design personnel involved in the project.
5. Project Team Chart (with resumes limited to 2 pages) identifying the team
  - a. Principal-in-Charge
  - b. Project Manager
  - c. Project Engineer(s)
  - d. Sub Consultants (if any)

Part II shall consist of a design and price proposal which shall include the elements listed below:

- (a) a narrative which summarizes proposed means and methods for:
  - eliminating any remaining mold in the basement
  - lifting building to provide a 12” foundation reveal
  - ensuring a sound structure true to line and grades
  - a plan for cooperating with City and Prescott Park Staff and visitors to the Park
  - plans for lay down of equipment and materials
  - a new eastern white cedar shingle roof
  - masonry foundation work
  - the contractor will be expected to present to the Historic District Commission
  
- (b) a proposed schedule of work; and
  
- (c) a detailed price proposal of costs by task (including as may be necessary the cost to review existing building information including any record drawings as well as site visits as necessary and any field measurements or surveys needed.

The design and price proposal shall be placed in a separate sealed envelope marked “**RFP # 35-13 Price Proposal.**”

Two (2) copies of the proposal package shall be submitted.

### **CITY ROLE**

City staff will be responsible for administering the project and overseeing the contractor’s work on this project. Representatives of the City’s Public Works Department and the Building Department will review plans and other documents prepared by the contractor as well as all work performed in accordance with the proposal. A building permit will be required for this project.

### **PROPOSAL CONTENTS AND EVALUATION CRITERIA**

The City of Portsmouth will first review Part I, the qualifications, based on the following criteria:

1. Similar preservation construction experience
2. Experience of assigned personnel
3. Understanding of project
4. Client references/Reputation for quality, timely performance within budget

Upon review of Part I, the City may select a firm or firms to interview. Upon completion of the initial qualification evaluation, the City will open Part II, the design and price proposal, of the two highest ranking firms. The two firms will then be evaluated based on: design, and means and methods, responses, proposed schedule, and price. The City will attempt to negotiate a contract and fee with the highest ranking firm. If the City is unable to reach agreement with the highest ranking firm, the City reserves the right to negotiate with the next highest ranked firm.

### **RESERVATION OF RIGHTS**

The City of Portsmouth Reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept or negotiate any proposal as may in the best interest of the City.

The City reserves the right to make such inquires 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.

### **ADDITIONAL INFORMATION**

If you have any procedural questions please contact Purchasing Coordinator at: (603) 610-7227 for technical questions please contact Tom Richter, (603) 766-1412.