

RFP # 39-14
REQUEST FOR PROPOSALS

CITY OF PORTSMOUTH, NH
DEPARTMENT OF PUBLIC WORKS

ENGINEERING & DESIGN SERVICES
BREWSTER STREET DRAINAGE RAIL CROSSING

Sealed Requests for Proposals, plainly marked “RFP # 39-14 Engineering & Design Services, Brewster Street Drainage Rail Crossing” 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 January 21, 2014.

SCOPE OF WORK: The City of Portsmouth’s Department of Public Works is requesting proposals from qualified firms for the following project:

The City of Portsmouth’s Department of Public Works is requesting proposals from qualified firms to provide engineering and design services for a proposed new drainage outfall into Portsmouth’s North Mill Pond. The pipe is intended to go from end of Brewster Street, across the Pan-Am rail lines and into the North Mill Pond and to address a long standing drainage issue at the bottom of Brewster Street. The work will entail designing the drainage system and securing any and all required permits from the railroad and any applicable governmental regulatory entities. The City has already secured drainage easements from the affected properties and is now looking to secure regulatory and access permits and construction drawings and specifications.

Firms replying to this request should have experience with the design of pipe jacking or ramming, micro tunneling, auger bore or other trenchless technologies that will be required in order to secure permits from the Railroad. Firms should also possess all the necessary experience in acquiring the environmental permits for this project.

Request for Proposal forms may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com. 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 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.

If you have any questions please contact the Finance/Purchasing Department at the following number: (603) 610-7227.

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BACKGROUND

Brewster Street is located between Islington Street and Portsmouth's North Mill Pond area. North Mill Pond is a tidal water body. There is an existing rail area located adjacent to the pond that, at one time held a significant number of rail lines and sidings. Currently only three of the rails are active. The lower portion of Brewster Street is adjacent to this rail yard and currently experiences flooding during large storm events. The flooding area is in a topographic bowl that was created by the construction of the railroad yard many years ago. The only catch basin in the bowl area is currently connected to the sanitary sewer (combined sewer system) and during large storm events this sanitary pipe become surcharged and prevents storm water from Brewster Street from entering the sewer system. This catch basin has a one way check valve mounted inside it to prevent sanitary flows from exiting the system. When large flows are expected, the City mans the area continuously and uses a diesel powered pump to remove the storm water from the area. The storm water is pumped across the rail yard and into the North Mill Pond. From multiple storm occurrences over the years, the pumped water has eroded the salt marsh in one small area and it is this area that will receive the proposed outfall thus limiting additional disturbance to the marsh. The goal of this project is to create a drain system that will drain the low area and prevent future flooding. The drain that will be designed and installed as part of this project is intended to eventually drain Langdon, Brewster, Sudbury, Rock and portions of Islington Streets in the future. For that reason, the City is looking to install either twin 24-inch diameter or a single 36-inch diameter culvert system under the rail yard to ensure proper capacity. The pipe will need to be constructed in the rail yard under some active rail lines directly adjacent to a salt water pond and in close proximity to the City's main brick sewer line which parallels the rail tracks.

The City has secured construction and permanent easements in the rail yard. In past talks with the railroad officials, it seemed plausible to abandon some or all of the non-active rail lines in order to create the installation pit that will be required for a trenchless pipe installation. However, the City has no current right or permit to the removal of any lines. Easement plans that were secured may be viewed at the registry of deeds and are recorded as plan #D-37720.

The City is interested in securing a contract with a firm that can provide permit services for railroad and environmental purposes and also construction documents (Plans, Specifications & Estimate) to be used in an open construction bid process.

DELIVERABLE TASKS

Task 1 Review survey & attached existing conditions plan

The City has previously hired Ambit Engineering to provide topographic survey of the area and will provide computer files of the survey for the area including topography, Highest Observed Tide line, boundary survey and previously acquired easements. The City will also provide a preliminary construction plan that was used to determine the feasibility of the project and for the easement plans. Any additional data required, but not provided by the City, is assumed to be a portion of this contract.

Task 2 Determine preferred installation techniques

The consultant shall review the City's preliminary plan to determine the best possible installation strategy for both reduced cost and good quality long lasting work. Due to the uniqueness of the area, this plan may require multiple modes of pipe installation. The Consultant should meet with multiple construction entities to review the project early in the design process in order to ensure a successful outcome.

Task 3 Permitting

Project team must supply any and all permits required to construct the project. These may include but are not limited to:

- Any and all permits required by Pan Am railways (or current owner)
- NH Dredge and Fill Permit (including Army Core review). A wetlands restoration plan of this area will very likely be required by the State Department of Environmental Services (DES) due to the previous degradation of the marsh from the pumping activity and that plan should be considered part of this contract.
- Comprehensive Shoreland Permit
- Project review from Portsmouth Conservation Commission
- Project review from NH Department of Fish and Game
- Project review from Natural Heritage Bureau
- Project review from NH Division of Historical Resources

All permit fees incurred will be considered a reimbursable expense by the City.

Task 4 Geotechnical

The City has previously hired John Turner Consulting to auger holes in the rail yard along the proposed pipe alignment. This previous geotechnical work included only determination of refusal depth in an effort to confirm the feasibility that a pipe could be installed trenchlessly. The consultant will need to revisit the site in order to determine subsurface conditions including, but not limited to, soil type and

thickness, blow counts to determine consolidation, presence of cobbles or boulders, and the depth to groundwater.

The North Mill Pond is tidal and additional geotechnical evaluation may determine that a groundwater management plan will likely be required for the proposed construction activity. If required, that plan will be considered a portion of this contract.

The railroad does not allow any physical activity without permits, flaggers and insurance binders in place. The insurance binder required for geotechnical work may have significant costs as the railroad typically requires a ten million dollar railroad protective policy which can cost upwards of ten thousand dollars.

Task 5 Develop Preliminary Design Plan

Develop a preliminary design plan of proposed improvements of sufficient quality and scope for review by the City. Develop a preliminary level opinion of project cost. Consultant must receive written City approval on the preliminary design plans from the Director of Public Works prior to proceeding to final design.

Task 6 Construction Drawings, Specifications and Estimates

Based on input received from City staff, State and local agencies & Pan Am Railways, develop construction design plans for the project. These plans should show all facets of the proposed work including but not limited to headwall design, pipe design, design of the receiving structure that is shown on the City's draft plan (at station 2+20), wetland restoration, erosion control, rail stabilization, optimum pipe size, thickness of pipe sleeve, dewatering plan, protection of the brick sewer line, entrance and exit shafts, transition manholes for differing pipe types, etc.

The Consultant shall present final plans, specifications and opinion of cost for final review by City staff and make any needed revisions following that review.

Plans shall meet all requirements as determined by the permit agencies and the City.

The consultant shall submit eight sets of bound plans at a level of detail which can be used for solicitation of construction bids. A Professional Engineer licensed in the State of New Hampshire shall stamp all plans. The consultant shall also provide the City with a compact disk (CD) or digital versatile disk (DVD) of all data. Media shall be in a format compatible with AutoCAD or ESRI software (that is, DWG, DXF, shape file, personal geodatabase, or ARC/INFO export format E00), with layout in accordance with City designated standards. Files shall be geo-referenced to NH State Plane Coordinates and shall be expressed in feet.

Specifications for all facets of the work shall be provided for inclusion into the City's standard front end bid contract.

Task 10 Field Visits

Conduct as many field visits as necessary during the design phase.

Task 11 Meetings with City Staff

Meet, as needed, with the Public Works Director/or designee(s), and to review and discuss project design issues and complete the project in a satisfactory manner. The consultant shall be responsible for recording the events of these meetings and preparing minutes with a summary of action items for distribution. The consultant's project manager shall take the lead in setting project meeting dates with City staff, with all meeting dates to be established well in advance.

Task 12 Bid Review

Review any and all construction bids submitted and assist the City with the bid results with regard to contractor references.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks in their entirety by June 30, 2014.

Contract signing is anticipated to take place within two weeks following proposal submission.

CITY ROLE

Public Works Department staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Public Works Department will review plans and other documents prepared by the consultant. The following information is also available for the Consultant's review at the Public Works Department, 680 Peverly Hill Road, Portsmouth, NH from 7:30 a.m. to 3:30 p.m. Monday through Friday:

- 2006 digitized vector data in ACAD/ESRI format.
- City of Portsmouth Orthophotos from 2006.
- NH DOT Orthophotos from 2010.

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the above required elements as section headings:

- A. 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.
- B. Project Team- Provide names and resumes of key professionals who would be assigned to the project. Each team member's education and experience shall be listed. The project manager shall be clearly identified and a description of his/her relevant previous projects listed. A list of past relevant projects, which proposed project staff have played a central role in developing, shall be also provided.
- C. Statement of project understanding- The consultant shall state in succinct terms their understanding of what is required by this Request for Proposal.

- D. 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; however, the consultant shall not delete any requested scope tasks unless explicitly noted with justification. The Consultant shall submit a schedule for completing the scope of work for design.
- E. In a separate envelope labeled "Price Proposal RFP #39-14", provide a budget itemized by task and a **total project cost stated as a firm fixed fee**. Hourly rates for project staff shall also be provided. The three highest ranked proposers shall have the price proposal opened.
- F. Three (3) references, including current contact names and phone numbers for similar projects.

Five (5) copies of the proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions.

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EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements. 10 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 tasks. 20 points
3. Previous related work. 30 points
4. Understanding of required project work. 20 points
5. Fee. 20 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 negotiate directly with the firm(s) selected for additional project work including 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 undertake such investigation as it deems necessary to evaluate the qualifications of the Consultant and to evaluate its submittal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City of Portsmouth.

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 may enter into negotiations with the next highest ranking firm.

ADDITIONAL INFORMATION

Requests for additional information should be directed to Dave Desfosses, Public Works Department at (603) 766-1411.

