

**RFP #41-15
REQUEST FOR PROPOSALS**

**CITY OF PORTSMOUTH, NH
DEPARTMENT OF PUBLIC WORKS (DPW)**

**PROFESSIONAL DESIGN SERVICES
SHEAFE AND CHAPEL STREETS IMPROVEMENTS**

Sealed Requests for Proposals, plainly marked “RFP #41-15, Professional Design Services for Sheafe and Chapel St Improvements, 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 Tuesday, December 23, 2014.**

SCOPE OF WORK: The City of Portsmouth’s Department of Public Works is requesting proposals from qualified firms to provide professional design services for two streets in downtown Portsmouth. The project includes development of plans, specifications and cost estimates for utility and streetscape improvements along both Sheafe and Chapel Streets including drinking water, storm drain, sanitary sewers, street and sidewalk layout and lighting, street trees, etc.

The Request for Proposal document may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com/finance/purchasing.htm.

Addenda to this proposal, 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.

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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PROJECT BACKGROUND/PURPOSE

Sheafe and Chapel Streets are two of the smaller streets in Portsmouth’s historic downtown and are located generally adjacent to Daniel and State Streets. Both Streets have utilities that date back to around 1900. The water, sewer, and drainage utilities have exceeded their useful design life and need replacement. The streetscape including sidewalks, curbing and lighting is not consistent with the current design guidelines and the general characteristics of the downtown. This project will include development of complete plans and specifications in a timely manner so that the project can be bid for construction in early March of 2015.

SCOPE OF WORK

The consultant's role will be to work alongside City staff to carry out the scope of work described below. The consultant may modify the desired scope of work presented below if, based on their professional expertise and knowledge, they can provide an approach that will more effectively address the goals of this project; however, the consultant shall not delete any requested scope tasks unless explicitly noted.

The project area is depicted in **Attachment 1** and includes the full length of both Sheafe and Chapel Streets.

Task 1 - Review of Survey and Onsite Conditions

- A topographic survey of the project area will be provided to the consultant from the City. The City hired Verra & Associates to conduct the existing features survey of the area showing topography and all existing features needed for development of the bid documents.
- The survey data will be drawn and provided in CAD form on the NH state plane coordinate system.
- Consultant shall review the survey data by onsite examination of all existing features. Any issues identified by the consultant should be brought to the City’s attention at the kickoff meeting.
- Perform auger type borings for ledge depth and onsite sampling to determine existing road bed materials and thicknesses, soil characteristics and density. Minimum of 8 borings required to 1.5 times the depth of the deepest utility.

Task 2 - Kickoff Meeting and Update Meetings with City Staff

- At the kick off meeting, City Staff and the consultants will review objectives for the design.

- A once half-hour weekly conference call should be budgeted in order to update City Staff on the design status and address items in a timely manner so that the design moves forward as expeditiously as possible.
- Attend other meeting as requested by City Staff.

Task 3 - Development of Concept Plan

- Develop an approved concept plan using input received from City staff.
- Review the plan with City Staff for approval one week prior to a public meeting.
- In coordination with City staff, attend one public meeting at a City facility to present the concept plan to stakeholders and property owners abutting the area.
- This plan will then be modified based on public input and the final concept plan must then be approved by the Director of Public Works prior to proceeding to Task 4.

Task 4 - Development of Preliminary Construction Plans

- Based on approved concept plan, existing conditions survey and input received from City staff and stakeholders develop preliminary design and construction plans for the improvements.
- The preliminary plan shall address drainage, sanitary sewer, water, lighting, sidewalks, paving, impacts to private property, if any, and any temporary easements needed to construct the project.
- The Consultant shall present preliminary plans and estimates of cost for review by City staff for approval, respond to questions, and make any needed revisions following that review.
- Consultant must receive written City approval on the preliminary design plans from the Director of Public Works prior to proceeding to final design.

Task 5 - Final Design Plans and Specifications

- Based on input received from City staff in Task 4, develop final design plans for the improvements.
- The Consultant shall present final plans, specifications and opinion of cost for final review and approval by City staff. Consultant shall incorporate any needed revisions following the review. The City will incorporate technical specifications into the City's standard bid document front.
- The consultant shall submit eight sets of originals and one set of digital format streetscape improvement construction plans, specifications and cost estimates. Plans shall be at a level of detail which can be used for solicitation of construction bids and shall include all appropriate State of New Hampshire professional design license stamps. Media shall be in a format compatible with AutoCAD or GIS ESRI software. Files shall be geo-referenced to NH State Plane Coordinates and shall be expressed in feet.

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 **March 9, 2014**.

CITY ROLE

Public Works staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Public Works and Planning Departments will review plans and other documents prepared by the consultant.

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 area 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. The individual(s) responsible for participating in neighborhood meetings shall be clearly identified.
- 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. The Consultant shall submit a schedule for completing the scope of work for design.
- E. Project budget itemized by task and a **total project cost stated as a firm fixed fee**. Hourly rates for project staff shall also be provided.
- F. Three (3) references, including current contact name and phone number for similar project.

Four (4) copies of the proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions.

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. 30 points
- 3. Previous related work. 30 points
- 4. Understanding of required project work. 15 points
- 5. Proposal price. 15 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 bidding assistance, 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 make such inquiries 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.

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 will enter into negotiations with the next highest ranking firm.

ADDITIONAL INFORMATION

For requests related to engineering aspects of the project please contact David Desfosses at 603-766-1411 or djdesfosses@cityofportsmouth.com.



ATTACHMENT 1

