

**RFP # 42-15
REQUEST FOR
PROPOSALS**

**CITY OF PORTSMOUTH, NH
DEPARTMENT OF PUBLIC
WORKS**

DESIGN ENGINEERING SERVICES

Maplewood Avenue and Adjacent Areas - Complete Street, Utilities, and Roadway Reconstruction

Sealed Requests for Proposals, plainly marked “RFP #42-15 Design Engineering Services for Maplewood Avenue and Adjacent Areas” 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 June 24, 2015.**

Mandatory Pre-Proposal Meeting

There will be a **mandatory pre-proposal meeting on Wednesday June 10, at 1:30 p.m.** at Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH in the Training/Conference Room. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

SCOPE OF WORK: The City of Portsmouth’s Department of Public Works is requesting proposals from qualified firms to provide engineering and design services for streetscape, underground utilities, bicycle and pedestrian, public transit, and vehicular improvements for Maplewood Avenue and Adjacent Areas. The project is intended to create a “complete street” for Maplewood Avenue from the intersection of Maplewood and Woodbury Avenue to the culvert bridge crossing the North Mill Pond. For the adjacent areas, which will include Fairview Drive and the Cutts Street/Central Street/Leslie Drive neighborhood on the north side of Maplewood, the project includes the evaluation, design, and replacement of various underground utilities and roadway reconstruction.

Specifications and 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, to accept any proposal and to negotiate such terms and conditions of any proposal that may be in the best interest of the City.

Contract award is dependent upon available funds.

If you have any questions please contact the Finance/Purchasing Department at (603) 610-7227 or Dave Desfosses at (603) 766-1411.

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DESIGN ENGINEERING SERVICES

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Sealed Requests for Proposals, plainly marked “RFP #42-15, Design Engineering Services, Maplewood Avenue and Adjacent Areas” 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 June 24, 2015**. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Questions about the project will be taken until Wednesday **June 17, 2015**.

Introduction

The City of Portsmouth’s Department of Public Works is requesting proposals from qualified firms to provide engineering and design services for streetscape, underground utilities, bicycle and pedestrian, public transit, and vehicular improvements for Maplewood Avenue and Adjacent Areas. The project is intended to create a “complete street” for Maplewood Avenue from the intersection of Maplewood and Woodbury Avenue to the culvert bridge crossing the North Mill Pond. For the adjacent areas, which will include Fairview Drive and the Cutts Street/Central Street/Leslie Drive neighborhood on the north side of Maplewood, the project includes the evaluation, design, and replacement of various underground utilities and roadway reconstruction. Incidental design work for underground utilities might be necessary at other intersecting streets along Maplewood Avenue. The streetscape design may include dedicated lane markings for bicycles, curb extensions and/or planted curb bump-outs, reduced curb cuts, crosswalk design, sidewalks, marked bus pull-over areas, pedestrian amenities (lighting, seating, signage), re-aligned and improved intersections & other traffic-calming measures. Utility design will include the design of drinking water, sanitary sewer and storm drainage improvements including a new storm water outfall as well as utility corridor coordination for natural gas, communications and electrical relocations of infrastructure. The preliminary design effort shall also include recommendations regarding the impact of the improvements on parking and vehicular/ bicycle/ pedestrian uses to determine proper lane widths, sidewalk widths, intersection designs and roadbed and pavement types and thicknesses.

Funding

This project is funded by the City’s water, sewer, and general fund.

Mandatory Pre-Proposal Meeting

There will be a **mandatory pre-proposal meeting on Wednesday June 10, at 1:30 p.m.** at Department

of Public Works, 680 Peverly Hill Road, Portsmouth, NH in the Training/Conference Room. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

Scope of Work

It is the city's intent to develop a "complete street" design for Maplewood Avenue from the intersection at Woodbury Avenue to the culvert bridge crossing the North Mill Pond. The design will tie into the design of the New Hampshire Department of Transportation 13445C project, which is replacement of the Maplewood Bridge over the Route 1 bypass. Construction of the New Hampshire Department of Transportation project is anticipated to be completed in October 2015. For the Adjacent Areas, which includes Fairview Drive, the Leslie Drive neighborhood, and the Cutts Street/Central Drive neighborhood on the north side of Maplewood, the project will include engineering evaluations and design for replacement of water, sewer, and storm drain infrastructure, sewer separation, a new drainage outlet, and coordination with other above ground and buried utilities (i.e. – power, telecommunications, gas, etc.).

The project is broken into two (2) phases as follows:

- 1) Preliminary Design: Engineering studies and development of recommended utility layouts. See 'Maplewood Ave and Adjacent Areas Reconstruction - Figure 1' for reference.
 - A) A parking study for Maplewood Ave. to determine usage patterns as well as recommendations regarding improvements and needs for on-street parking.
 - B) A vehicular/ bicycle/ pedestrian traffic study to determine proper lane widths, sidewalk widths, intersection designs and roadbed and pavement types and thicknesses. Coordinate study and design with the City's 2014 Bicycle Pedestrian Plan recommendations. The study should also include the Maplewood/Woodbury intersection with recommendations for improvements.
 - C) Evaluation of design alternatives for the replacement of the existing sewer crossing of the North Mill Pond culvert. Alternatives shall include subsurface design alternatives such as an inverted siphon design.
 - D) Develop a new alignment for the existing cross country sewer, located in the backyards of the residences on Fairview Drive, within the Fairview Drive ROW.
 - E) Preliminary utility study to provide guidance on locations, sizes, needs, depths, etc., of all the utilities occupying the Maplewood corridor and Adjacent Areas. This will include setting up proposed locations for all the utilities including those not maintained or operated by the City of Portsmouth. Close coordination with Fairpoint, Eversource (PSNH), Comcast, Bayring and Unitil will be required.
 - F) Provide a new drainage outlet to accommodate the sewer separation in the area of Maplewood Ave. between Fairview Drive and McGee Drive.
 - G) Preliminary design plans incorporating recommendation of studies.
 - H) Opinion of project costs.

- 2) Final Design: Prepare final design and construction documents of proposed improvements excluding the area of Maplewood Ave. east of the NHDOT Maplewood Avenue Bridge Replacement Project. Work is proposed to be constructed starting in the spring of 2016.

Tasks to be completed under the Preliminary Design:

Land Survey

Survey shall extend Approximately 25 feet beyond the ROW on either side of Maplewood Avenue or to the fronts of all buildings as appropriate. In some areas, there will be a need to relocate back of lot cross country sewers and additional survey detail will be required in these locations. Intersections shall be surveyed 100 feet from the edge of pavement of Maplewood Avenue. Surveyor shall define the right of way and locate property monuments along the corridor. This survey will become property of the City of Portsmouth and an electronic copy of the survey will be given to the City. The survey must be based on NH State Plane Coordinate System (NAD 1983) and vertical datum shall be on NAVD 1988. The coordinates shall be established using survey grade GPS or by tying into NHDOT or City of Portsmouth control monuments. The City already has survey information for the Cutts Street/Central Avenue and Leslie Drive neighborhoods including surface features, and underground utility information that was gathered in 2013. Verify that the survey is accurate and update as needed.

Subsurface Investigations

Take borings and probes throughout the project area to evaluate the subsurface conditions of the existing roadway, and make recommendations based on the evaluation for most effective solutions for roadway rehabilitation and utility locations. Consultant shall develop a plan for subsurface investigation that includes depth, location, and frequency of borings and probes.

Survey of On-street Parking

The consultant shall conduct a survey of on-street parking demand in the Maplewood Ave. corridor to identify public parking needs and to define warranted on-street parking areas.

Tree Assessment

Project team must include licensed arborist and/or landscape architect to identify/assess existing tree species and health and make recommendations for specific locations and species of new street trees and, if necessary, identify street trees for removal.

Special Sewer Evaluations

Included in the sewer work will be the design of re-plumbing of facilities to accommodate the relocated sewer in Fairview Drive.

Consultant shall develop design concepts for the replacement of the existing sewer crossing of the North Mill Pond culvert.

Utilities Upgrades and Coordination

The consultant shall evaluate improvements required for the existing underground and overhead utilities including water, sewer, drainage, natural gas, communications and electric utilities. The consultant shall develop a conceptual plan for utilities in close coordination with City Department of Public Works, Eversource (PSNH), Comcast, Unutil, Fairpoint, and others as necessary. A minimum of two coordination meetings for each utility shall be planned for this effort. Coordination with any businesses in the area should be anticipated. The conceptual plan will include the existing and proposed locations for utility corridors of all utilities underground and overhead. The City has obtained an easement for a new drainage outlet over the property located at 1185 Maplewood Avenue. This plan will be coordinated

with the surface roadway layout and will be finalized as part of the final design. The work will require an evaluation of the existing utilities. It is anticipated that full replacement of the water, sewer and drain mains and services will be required in most of the Maplewood Avenue corridor; full replacement of the water and significant upgrades to the sewer and drainage infrastructure will be required in the Cutts/Central Ave. area; and spot sewer repairs and significant upgrade to the drainage infrastructure will be required in the Leslie Drive area. Work in these areas shall provide for sewer separation of the combined sewer and drain collection system in the area of Maplewood Ave. between Fairview Dr. and McGee Dr. Included in the sewer work will be the design of re-plumbing of facilities to accommodate the relocated sewer in Fairview Drive. The sewer, drain and water utilities will coordinate with the existing arrangement at adjoining intersections along the intersecting streets and the New Hampshire Department of Transportation's 13455C project, Maplewood Avenue bridge replacement.

Public Meetings

The consultant shall lead two public meetings for residents and businesses in the project area.

At the initial meeting, the Consultant shall present conceptual design plans with alternatives. This meeting will identify concerns of businesses, residents and project abutters and will explain the design process. A plan of existing conditions and recommended proposed changes on Maplewood Avenue and Fairview Drive, and a plan of existing conditions and proposed changes in the Cutts Street/Central Avenue and Leslie Drive neighborhoods, (using survey information and past study recommendations), of sufficient quality and size for public presentation purposes shall be used for these meetings. A map of the entire work area of sufficient quality and size for public presentation purposes shall also be provided to facilitate discussion about traffic circulation.

A second public meeting will be held once the final plan is completed. The consultant will present the Maplewood Avenue streetscape design and utility upgrade plans, and the utility and roadway upgrade plans for the Cutts Street/Central Avenue and the Leslie Drive neighborhoods.

For all meetings the consultant shall be responsible for recording the events of the meeting and any site visit with the neighborhood. Special attention shall be made to ensure business and resident concerns are recorded with name, address and specific comments and/or concerns noted. The consultant will provide a means of soliciting input during the design process from residents and abutters not comfortable with speaking in a public setting such as an interactive method of communicating with the public. Meeting notes shall be finalized in coordination with City representatives.

Develop Conceptual Plan

Incorporating input from City staff, and available engineering studies, develop a color graphic conceptual design plan of proposed improvements of sufficient quality and size for public presentation purposes. The plan should include information about roadway modifications, on-street parking supply (by block) as well as landscape treatments such as street trees, sidewalks, curbing, bicycle lanes, drainage improvements, esplanades, etc. Conceptual plan layout should incorporate the recommendations of the City's 2014 Bicycle Pedestrian Plan.

At conceptual design level determine replacement requirements and establish design criteria for water, sewer, and drainage utilities. Determine location, pipe type, required connections, and schematics. Water main size to be based on the City's latest Water Master Plan, dated May 2013, or as directed by the City. Determine lateral extent of the sewer.

This conceptual design with alternatives will be used as presentation material at the first public meeting.

Field Visits

Conduct field visits as necessary during the design phase.

Permitting

Develop and prepare all necessary permit applications, and attend regulatory board meetings as needed. The City is responsible for any and all permit fees. This includes completion and required research and documentation associated with the appropriate NEPA checklist.

The consultant will coordinate and prepare all requisite permit applications to support streetscape, roadway reconstruction, a new drainage outfall, and utility improvements. Depending on the square footage of the disturbed area and location of impacts, permits and approvals required for this project may include the following State Permits as necessary: Wetland, Alteration of Terrain, which may include coordination with the NH Natural Heritage Bureau.

Meetings with City Staff

Meet, as needed, with the City Department of Public Works and Planning staff as assigned 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. This task shall include two meetings each (total of 4) with the Parking, Traffic and Safety Committee and the Trees and Greenery Committee.

The consultant's project manager shall take the lead in setting project meeting dates with City staff and the neighborhood, with all meeting dates to be established well in advance.

Preliminary Design Plans & Opinion of Cost

Based on input received from City staff and Boards, neighborhood residents and project abutters, develop preliminary design plans for the proposed improvements including the reconstruction of Maplewood Avenue from Woodbury Avenue to the bridge over North Mill Pond, Fairview Drive, and the Cutts Street/Central Ave and Leslie Drive neighborhoods. The preliminary plan shall address multimodal transportation, parking supply and landscape treatments. Consultant shall also, after coordination with the Trees and Greenery Committee, specify species and locations for new street trees which take into account aesthetics, infrastructure conflicts (possibly including targeted future pedestrian scale lighting) and abutter input. The consultant shall provide an estimate of project cost based on the preliminary design.

The preliminary plan shall address grade, drainage design, waterline design, sewer design, sewer separation, coordination with utilities to identify work (e.g., gas, telecom, electricity, etc), impacts to abutters and any additional ROW or drainage easements needed to construct the project.

Final Design Plans and Specifications:

Based on input received from City staff and Boards, neighborhood residents and project abutters,

develop final design plans, specifications and revised final cost estimates for the proposed improvements. Consultant must receive written City approval on the preliminary design plans prior to proceeding to final design. The Consultant shall present final plans, specifications and opinion of cost for final review by City staff and approval and make any needed revisions following that review. Consultant shall make project phasing recommendations and traffic control plans for the construction of the planned improvements.

Engineer shall use a plan scale of 1" = 20' and a profile scale of 1" = 4'. Plan and profile information is to be on the same sheets. Cross-sections are to be on their own sheet. All features shall be shown using the State of New Hampshire "Standard Symbols and Abbreviations". All property owners of record, based on City of Portsmouth Tax Assessor's information, shall be shown with book and page. Addresses shall also be shown. Plans shall exhibit a graphic scale.

The consultant shall submit original construction plans, cost estimate, and specifications and twenty (20) sets of bound plans and contract books 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). 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.

Bid Review

Receive and review construction bids submitted and assist the City with the bid. Respond to bidders questions, issue addenda, and prepare recommendation of award for the City to approve.

Bidding and Construction Services

Provide bidding and award related engineering services including conducting a pre-bid meeting, preparing addenda, reviewing bids and making a recommendation for award. Construction administration and oversight services may be requested by the City but are not part of this contract.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within four (4) weeks of contract signing. Certain reasonable allowances for project completion will be allowable in relation to permitting, layout and similar tasks.

Contract signing is anticipated to take place within four (4) weeks following proposal submission.

CITY ROLE

Department of Public Works staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Department of Public Works and Planning Departments will review plans and other documents prepared by the consultant. Printing (black and white) and mailing costs associated with neighborhood communications (surveys and meeting announcements) shall be the City's responsibility.

The following information is available for the Consultant's use in development of their proposal:

- 2006 digitized vector data in ACAD/ESRI format - Data includes edge of pavement, parcels,

building footprint, driveway cutouts, water, sewer, and drainage, etc.

- City of Portsmouth Orthophotos from 2006
- NH DOT Orthophotos from 2010
- 2013 Water System Master Plan at http://www.cityofportsmouth.com/publicworks/Portsmouth_WaterSystem_MasterPlan_2013.pdf
- City of Portsmouth Bicycle/Pedestrian Plan at <http://www.planportsmouth.com/bike-pedestrian-masterplan2014.html>
- Survey of Cutts/Central Ave. and Leslie Drive neighborhoods by Easterly Survey from 2013.

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 leading 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) In a separate envelop labeled "Price Proposal RFP #42-15" budget itemized by task and a total project cost stated as a firm fixed fee. Include assumed hours per task and hourly rates for project staff.
- F) Three (3) references, including current contact name and phone number for similar projects.

Five paper (5) copies of the proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions. Proposer shall include a single CD/DVD with an electronic PDF copy of their proposal (no Price Proposal).

EVALUATION CRITERIA

Proposals will be evaluated initially according to the following:

1. Responsiveness to submission requirements - 15 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 and schedule - 25 points

PROCESS AND CONTRACT

Upon review of all responsive proposals using the criteria outlined above, the City may select up to three (3) firms to interview. Following interviews, the Cost Proposal of the highest ranking firm will be opened and the firm will be invited to negotiate a final Scope of Services and fee 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. The City reserves the right to negotiate directly with the firm(s) selected for additional project work.

RESERVATION OF RIGHTS

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal, and to negotiate such terms and conditions of the final contract as it may 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.

ADDITIONAL INFORMATION

Requests for additional information should be directed to Ray Pezzullo, Portsmouth Department of Public Works at (603) 766-1755 or rpezzullo@cityofportsmouth.com.