

**CITY OF PORTSMOUTH
NEW HAMPSHIRE
Public Works Department**

**RFP No. 43-08
REQUEST FOR PROPOSALS**

**ENGINEERING SERVICES
CSO – LONG TERM CONTROL PLAN PROJECTS
State Street Utilities and Road Upgrade
Portsmouth Public Works Department**

The City of Portsmouth, New Hampshire is seeking Qualification statements from interested engineering firms for the report, design and construction phase services for infrastructure improvements.

The design work is anticipated to take place in two contracts. A preliminary design report phase and a final design phase.

Qualification statements must be received by **2:00 P.M., May 22, 2008**. Submissions may be hand delivered at, or be mailed to, the Purchasing Coordinator, City of Portsmouth, 1 Junkins Avenue, Portsmouth, NH 03801. All submissions shall be in sealed envelopes clearly labeled **“RFP No. 43-08 Qualification Statement for Engineering Services “State Street Utilities and Road Upgrade”**. No faxed, e-mailed, or electronic submissions will be accepted.

There will be a **mandatory pre-proposal meeting May 6, 2008 at 10:00 A.M. at the Department Public Works, 680 Peverly Hill Road in Portsmouth, NH.**

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. (603) 610-7227 or at www.cityofportsmouth.com. **CONTINUE BELOW FOR THE COMPLETE RFP.**

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.

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

**RFP No. 43-08
REQUEST FOR PROPOSALS**

**ENGINEERING SERVICES
CSO - LONG TERM CONTROL PLAN PROJECTS
State Street Utilities and Road Upgrade**

Sealed Proposals, plainly marked RFP #43-08, " State Street Utilities and Road Upgrade " 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. May 22, 2008**. Six copies of the proposal will be submitted.

Funding

The first phase of this project will be funded by sewer user rates and the final design phase is anticipated to be funded in part by a State Revolving Fund loan as well as water and sewer user rates and City Highway Department money. The successful firm shall use the State NHDES SRF contracts and SRF front end for construction specifications.

Mandatory Pre-Proposal Meeting

There will be a **mandatory pre-proposal meeting on May 6, 2008 at 10:00 a.m.** at the Department of Public Work at 680 Peverly Hill Road. All firms will have an opportunity to ask questions at this meeting.

SUMMARY

The City is seeking Proposals and Qualification statements from interested engineering firms for the design and construction phase services for infrastructure improvements in the City of Portsmouth. The proposed sewer separation work is based on the City's LTCP (April 2005) and is required as part of an EPA Administrative Order 08-003. The proposed project includes improvements to the sewer lines, drain lines, water mains, roads, curbing, street lighting, and sidewalks.

The City is under an Administrative Order to complete the work. The total construction budget will be dependant upon area of work developed as part of the preliminary design phase of this project. It is anticipated that the construction budget may range from \$2 to \$4 Million. The project will focus on State Street from the intersection of Pleasant Street to the Memorial Bridge. Additional streets may be included depending upon need and budget.

The project will be funded by the City and will include funding from the NHDES STATE AID PROGRAM (SAG) and any other funding sources that are available.

DOCUMENTS

All documents will be turned over to the City in paper and electronic format upon completion of the work. Electronic format shall be as approved by City and be compatible with Microsoft office product suite, AutoCad 2007, and GIS data with arc view 3.2 (if any). All documentation, reports, field notes and other data generated as part of the service by the consultant and/or its sub consultants for this project shall be the property of the City of Portsmouth and will be turned over in a format acceptable to the City.

PROPOSAL CONTENTS

Each proposal shall include the following components:

1. Cover letter
2. Baseline requirements (see below)
3. Brief description of the firm
4. Project understanding
5. Typical project approach focusing on uniqueness of firm
6. Experience statement identifying work on similar projects. Experience statements shall identify the key design personnel involved in the project.
7. Summary of NHDES funding experience.
8. 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
9. Six (6) copies of the proposal and qualification statement shall be submitted.

BASELINE REQUIREMENTS

Each consultant shall provide a statement regarding each of the following:

- Consultant shall have registration and good standing with the Secretary of State, Corporate division, in order to perform work in the State of New Hampshire
- The Consultant shall be listed on the NHDES Roster of pre-qualified Consulting Engineers.

CITY ROLE

City 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 available for the Consultant's review at the Public Works Department:

- CSO - LTCP
- EPA Administrative Order
- Aerial Mapping and topography
- Existing infrastructure information: water, sewer and drain records
- GIS mapping information

PROPOSAL CONTENTS AND EVALUATION CRITERIA

The City of Portsmouth will review the proposals on the following criteria.

1. Similar design experience (25%)
2. Experience of assigned personnel (20%)
3. NHDES funding experience (5%)
4. Quality of proposal (15%)
5. Understanding of project (25%)
6. Client references (10%)

Upon review of all responsive statements, the City will select a firm or firms to interview. Upon completion of the interviews, the City will attempt to negotiate a final Scope of Services and Fee with the selected firm. If the City is unable to reach agreement with the selected firm, the City reserves the right to negotiate with the next highest ranked firm until an agreement is reached.

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 any proposal that it may deem to be in the best interest of the City.

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 successful Consultant will prepare Contract documents for execution. The Contract shall be in NHDES Format. Upon execution of the Contract 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 proposal shall be the property of the City of Portsmouth.

ADDITIONAL INFORMATION

If you have any procedural questions please contact Lori MacGinnis, Purchasing Coordinator at: (603) 610-7227 for technical questions please contact Peter Rice, P.E. City Engineer, Water/Sewer Divisions (603) 766-1416.