

City of Portsmouth, NH

**ON-CALL SERVICES
for
Traffic, Parking, & Transportation Impacts for Development
Applications**

**REQUEST FOR QUALIFICATIONS
RFQ#46-15
INVITATION**

The City of Portsmouth seeks Statement of Qualifications from qualified firms for On-Call services to assess Traffic and Transportation Impacts of Development Applications.

Specifications may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com/finance/purchasing.htm.

Sealed Proposal clearly marked “**RFQ 46-15, On-Call Services for Traffic, Parking & Transportation Impacts**” on the outside of the mailing envelope will be accepted until **January 15, 2015 at 2:00 p.m.** at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.

Requests for additional information should be directed in writing to Juliet Walker, Transportation Planner, at jthwalker@cityofportsmouth.com. **The deadline for questions and requests for additional information is January 8, 2015.**

Addenda to this RFQ, if any, including written answers to questions will be posted on the City of Portsmouth website under the project heading.

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

The City of Portsmouth reserves the right to reject any or all firms seeking to be placed on the City’s on-call list, to waive technical or legal deficiencies of any statements of qualifications submitted, and to negotiate such contracts for peer review services that may be in the best interest of the City. In addition, the City reserves the right to expand the scope of services or to negotiate additional contracts with the selected firms for additional services.

REQUEST FOR QUALIFICATIONS FOR ON-CALL SERVICES

Traffic and Transportation Impacts for Development Applications

The City of Portsmouth seeks statements of qualifications from firms for on-call services for assessing traffic, parking, and transportation impacts, proposed mitigation measures, and related off-site improvements of existing site plan review applications. It is the City's intention to create a limited roster of two or three qualified firms who are interested in performing such work as needed.

Scope of Services

The scope of work for potential projects shall include traffic, parking, and transportation peer review services for proposed development projects and other projects within the City as deemed necessary by the Public Works Director or Planning Director.

Such services may include: (1) review of the proposed traffic and transportation scope of studies (2) field review, (3) review of traffic impact studies and reports, (4) review of proposed site improvements related to traffic, parking, and vehicular and non-vehicular access and circulation, (5) review of proposed off-site improvements related to traffic, parking, and vehicular and non-vehicular access circulation, (6) preparation of a written review letter, and (5) attend meetings as needed.

Each engagement for services would be confirmed with a specific contract for services describing the scope of work and time for completion. A licensed Professional Engineer will be required to be part of any team to perform work. Typically, the contract would be with the City but the payment of Contractor's services would be by the Developer/applicant.

Submittal Requirements

The Consultant shall submit four (4) bound copies of the Statements of Qualifications and one (1) sealed rate sheet to complete the scope of services. Submittals shall be printed on two sides of the page and shall not have a plastic cover. **Proposals will be accepted until 2:00 p.m. January 15, 2015 at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.**

The following items shall be included in the Statement of Qualifications:

1. Firm Description – provide a brief description of the firm including firm size and areas of specialization.
2. Project Team – Provide names and resumes of key professional staff who would most likely be assigned to projects for the City of Portsmouth. Each team member's education and experience shall be listed. It will be required that at least one member of the team providing peer review services will be a licensed Professional Engineer in the State of New Hampshire.

3. Relevant Experience – Provide the details of relevant experience and past performance of the consultant and its team members on comparable projects. This item should cover, at a minimum, the substantive nature of comparable projects. Consultants are required to give sufficient information of their experiences to permit the City to understand and verify the exact nature of the contributions made by the Consultant to the projects listed.
4. References – Provide the name, title, locations, and phone number who can substantiate the consultant’s referenced experiences as listed in Item #3 above.
5. Rates – Provide current rate sheet of professionals who will likely perform the work described.

Selection Criteria

All responsive submittals shall be reviewed and the City may conduct interviews of short-listed firms. Each team shall be evaluated based on the following criteria:

- A. Team Qualifications
- B. Qualifications of Project Manager, Lead Designers, and other Key Staff
- C. References
- D. Responsiveness to City’s Requirements
- E. Cost

Upon review of the Statement of Qualifications, and interviews, if so used, the City shall create a roster of up to two or three firms interested in performing the on-call services described in the RFQ. The top rated firms shall be notified of their standing. It is anticipated that this RFQ will be re-issued on a 2-year basis and the roster will be adjusted accordingly.

Additional Information

Questions and requests for additional information should be directed in writing to Juliet Walker in the City of Portsmouth Planning Department at jthwalker@cityofportsmouth.com. The deadline for questions and requests for additional information is January 8, 2015. Answers will not be sent directly to interested parties. Written answers to questions will be posted on the City of Portsmouth Finance / Purchasing Department’s website under the project heading in the form of an addendum.

Reservation of Rights

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.

The City of Portsmouth reserves the right to reject any or all firms seeking to be placed on the City’s on-call list, to waive technical or legal deficiencies of any statements of qualifications submitted, and to negotiate such contracts for traffic engineering peer review services that may be in the best interest of the City. In addition, the City reserves the right to expand the scope of services or to negotiate additional contracts with the selected firms for additional services.