

City of Portsmouth, NH
Department of Public Works

RFQ#49-19

**DESIGN and ENGINEERING SERVICES
for
Elwyn Road Side Path Project**

REQUEST FOR QUALIFICATIONS

INVITATION

The City of Portsmouth seeks Statements of Qualifications for engineering design services to add a multi-use side path for bicycles and pedestrians along Elwyn Road in Portsmouth NH. Sealed Statements of Qualifications, plainly marked “RFQ#49-19 Elwyn Road Side Path Project” will be accepted until June 27, 2019 at 1:00 p.m. at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.

The project is intended to create a separated path for shared use by bicycles and pedestrians paralleling Elwyn Road to the north between Route 1 and Harding Road.

Shared path design, drainage improvements, and related impacts on utilities will all need to be designed as part of the effort.

The City has received a Congestion Mitigation and Air Quality (CMAQ) grant for this project with 80% of the funding provided by the Federal Highway Administration through the CMAQ Program administered by the New Hampshire Department of Transportation (NHDOT) and a 20% match provided by the City of Portsmouth.

An optional pre-submission meeting will be held in Conference Room A, City Hall, 1 Junkins Ave, Portsmouth, NH on June 13, 2019 at 2:00 p.m.

Specifications and request for qualifications 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 by June 20, 2019. Any questions about the RFQ should be submitted to Juliet Walker, Planning Director, in writing at jthwalker@cityofportsmouth.com by June 17, 2019.

Any questions about the RFP process, should be directed to the Finance/Purchasing Department at the following number: (603) 610-7227.

The City of Portsmouth reserves the right to reject any or all submissions, to waive technical or legal deficiencies, to proceed or not with any proposal or process, and to negotiate such terms and conditions of any proposal, agreement, lease or other contract that may be in the best interest of the City.

**REQUEST FOR PROPOSAL FOR
DESIGN AND ENGINEERING SERVICES
Elwyn Road Side Path Project**

**I
Introduction**

The City of Portsmouth seeks Statements of Qualifications for engineering design services to add a multi-use side path for bicycles and pedestrians along Elwyn Road in Portsmouth NH. The project is intended to create a separated path for shared use by bicycles and pedestrians paralleling Elwyn Road to the north between Route 1 and Harding Road.

The City has received a Congestion Mitigation and Air Quality (CMAQ) grant for this project with 80% of the funding provided by the Federal Highway Administration through the CMAQ Program administered by the New Hampshire Department of Transportation (NHDOT), and a 20% match provided by the City of Portsmouth. The City's 20% match shall be subject to final approval of the City's Fiscal Year 2020 Budget by the City Council in June 2019. Once funds have been authorized, the contract start date shall be no earlier than July 1, 2020.

The City of Portsmouth will manage the project through the NHDOT's Local Public Agency (LPA) system. The program allows the City to select the design consultant and contractor, provide contract administration, coordinate public participation efforts and manage the design and construction of the project. All proposals submitted and any and all contracts entered into will need to be in full conformance with the current LPA Manual. Consulting Firms should review the most current version of the manual prior to submission of qualification statements to the City. It is the City's intent to finish the design portion of the project by May of 2020.

**II
Purpose and Need**

This project will include improvements for bicycle and pedestrian travel to encourage a reduction in single-occupant vehicle travel which is a CMAQ eligible activity.

The City's Bicycle and Pedestrian Plan in 2014 identified the neighborhoods around Elwyn Road as showing strong potential demand for bicycling and walking for general daily uses. The proposed addition of a separated side path parallel to Elwyn Rd provides the highest level of protection for bicycle and pedestrian travel along a roadway, which will encourage more people to choose to bike or walk to key destinations in this area including the Urban Forestry Center and the shopping areas on the west side of Lafayette Rd (Route 1). In addition, Elwyn Rd is one of the only options for east-west travel to and from the seacoast and also provides a means of connecting to downtown destinations via the popular bike route along Sagamore Ave.

**III
Scope of Work**

The Project Area includes the full length of the road from Route 1 to Harding Road as well as access to the path from the south side of Elwyn Road at Route 1 and Harding Road.

1. TASK 1: DATA COLLECTION:

Perform a survey of the existing conditions showing all elevations, structures, easements, observable landmarks (i.e. edge of road, centerline, driveways, sidewalks, buildings, trees, structures with inverts, etc.) and utilities. The survey and datum will need to be tied into the State Plane Coordinate System. The consultant shall investigate and determine the existing limits of right of way (ROW) and show it on the plan. The consultant shall accurately delineate the existing ROW in which the work will be performed. Prior to the survey commencing, the Engineer shall locate all probable locations for drainage opportunities so that they too can be surveyed. All areas in or near wetlands shall be flagged as such and the wetland locations shall be field located.

2. BASE PLAN PREPARATION:

The City can provide aerial imagery and GIS utility data for the area as needed. This data is to be used supplementary to the survey data acquired by the consultant. If additional data is required beyond the City's base maps, the Consultant will be responsible for obtaining that data.

3. ENGINEERING STUDY & TRAFFIC ANALYSIS:

The Consultant will perform an engineering study in order to determine the appropriate design of the path and access points. The Consultant shall also provide a drainage study of the area to determine any required drainage design for the project.

4. CONCEPTUAL PLAN:

The Consultant should use the data acquired in the Engineering Study to compile conceptual plans for presentation to City Staff which should show multiple design alternatives. After approval of the conceptual plans by City Staff, develop colorized graphic conceptual plans of proposed improvements of sufficient quality and size for public presentation purposes. The plans should include information such as proposed cross sections, drainage areas, ROW takings or easements required, and landscape treatments. The consultant should plan on attending the public meetings for this project.

5. PRELIMINARY DESIGN:

Based on an approved conceptual plan, the consultant will then develop preliminary design plans for City of Portsmouth and NHDOT approval prior to proceeding to final design. The preliminary plans will include, but not be limited to:

- Location plan
- General plan
- Typical details
- Typical Cross Sections
- Handicapped Access details
- Utility plan, if required
- R.O.W., easement, alignments, and Curb Ties as needed
- Pavement Markings and Signage
- Signalization Plan if required

- Documentation of proposed variance from minimum city, state, or federal design standards (if applicable)
- Itemized cost estimate using, to the maximum extent practical, item numbers, nomenclature, descriptions, and materials and construction requirements that are contained in the Standard Specifications for Road and Bridge Construction, State of NHDOT latest edition. Method of measurement and basis of payment for items used may be modified by Special Provision at the discretion of the designer. Special items unique to the project will require their own Special Provisions.

6. RIGHT OF WAY AND EASEMENT PLANS:

Following the approval of the Preliminary Plans, the Consultant shall prepare all plans and deed descriptions as needed to secure any easements and/or acquisitions to construct the project. It is likely that ROW and/or easements will be needed for the side path and also temporary construction impacts.

7. ENVIRONMENTAL & CULTURAL DOCUMENTATION AND PERMITTING:

The Consultant will be responsible for identifying any impacts on the environment caused by the project. Existing natural, cultural, and social resources will be reviewed and documented by the consultant as described in the latest version of the *LPA Manual, section 17*.

Since the project is federally funded, Section 4(f) of the USDOT Act and Section 106 of the National Historic Preservation Act allow the NH Division of Historical Resources (NHDHR)/State Historic Preservation Office (SHPO) the opportunity to review the project's impacts on potentially sensitive historic and cultural resources. The Consultant will be responsible for conducting a preliminary review to identify potentially historic and archaeological resources in the project area. The results of these findings and any recommendations from NHDHR will be properly documented.

The consultant may be required to prepare air quality or noise modeling to determine the project's impact on adjacent receptors. The results of these modeling sessions will be stated in the environmental document, if needed.

The Consultant will be responsible for preparing all applications and obtaining all pertinent environmental permits or approvals on behalf of the City. The following permits should be expected although this is not a complete list:

- NH Dredge and Fill Permit (including Army Core review).
- Project review/approval 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.

8. FINAL DESIGN:

Following the preliminary plan and environmental permitting approvals, the Consultant will prepare final design plans, specifications, and estimate for City final review and approval. The final design plans will consist of two separate design review submissions:

- Preliminary PS&E for review by the City and State
- Final PS&E

The Preliminary PS&E submission shall include a Preliminary Traffic Control Plan and Prosecution of Work for discussion with the City. Each submission shall include a list of the project items and descriptions of variances from the minimum City and State design standards. Following the review of the Final PS&E submission, the Consultant shall make any minor revisions and submit a copy of the plans with a copy of the calculations, which shall be stamped by a Professional Engineer in the State of New Hampshire for use in construction bidding. All design computation sheets and plans shall also be submitted in electronic format for the City's future use.

Original construction plans will become the property of the City of Portsmouth. A professional engineer licensed in the State of New Hampshire will stamp all plans. The consultant will also provide the City with electronic files containing all engineering data in AutoCAD format.

9. MEETINGS:

It is assumed that ten (10) meetings will require the consultant's attendance as provided below. The Consultant shall be responsible for recording and preparing meeting agendas and minutes as well as providing presentation plans as requested by the City.

- Progress Meetings with City Staff (Assume 4 meetings)
- Public Informational Meeting during Conceptual Planning Phase (Assume 1)
- Public Information Meeting to review preferred Alternative (Assume 1)
- Environmental Resource Meeting (Assume 2)
- Abutters Meeting (Assume 1)
- Utility Coordination Meeting (Assume 1)
- Pre-Bid meeting with City/ Prospective Contractors (Assume 1)

10. CONSTRUCTION SERVICES:

Construction Engineering & Inspection will not be part of this design contract; however a contract amendment to include these services may be negotiated at a later time.

IV Submittal Requirements

The Consultant shall submit three (3) bound copies of a non-price proposal and one (1) separate sealed original price proposal that includes a lump sum fee for design services to complete the scope of work. **Proposals will be accepted until June 27, 2019 at 1:00 p.m. at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.**

The following items shall be included in the non-price proposal submission.

1. 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.
2. Project Team – Provide names and resumes of key professional staff who would be assigned to the project. Each team member's education and experience shall be listed. The team leader shall be designated. It will be required that at least one member of the team will be a licensed Professional Engineer in the State of New Hampshire. The engineering firm will also be required to be certified in the NHDOT's Local Public Agency (LPA) process and familiar with Federal Aid Highway Projects (FAHP).
3. Relevant Experience – Provide the details of relevant experience and past performance of the consultant and its team members on comparable signal coordination 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 of persons who can substantiate the consultant's referenced experiences as listed in Item #3 above.
5. Statement of Project Requirements – The consultant shall state in succinct terms its understanding of what is required by this Request for Proposal.
6. 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. The Consultant shall submit a schedule for completing the scope of work.
7. Rate Sheets – The consultant shall submit in a separate sealed envelope hourly rates for those members of its staff who are anticipated to be assigned to the project.

V
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. Understanding of Project Objectives
- D. Responsiveness to City's Requirements reflected in Proposed Approach/Scope
- E. Adherence to Project Schedule

Upon review of the non-price proposals, and interviews, if so used, the City shall rate the firms in order of preference. The top rated firm shall be notified of its standing. The Rate Sheets of the three top-ranked firms shall be opened. The City will attempt to negotiate a mutually satisfactory contract with the top rated firm, negotiating scope and price as may be in the city's best interest. The City may terminate the negotiations with the top-ranked firm without prejudice at any time and commence negotiations with the second ranked firm. If no agreement can be reached with the second rated firm, the City may move to the third, and so forth. Once negotiations are terminated with a firm, they may not be reopened.

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposals that are deemed to be in the best interest of the City, and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract.

The City reserves the right to conduct a full investigation into the qualifications of the Consultant and Consultant may be asked to execute releases.