

**RFP 61-18
REQUEST FOR PROPOSALS**

CITY OF PORTSMOUTH, NH

DESIGN ENGINEERING SERVICES

North Mill Pond Trail and Greenway

Sealed Requests for Proposals, plainly marked "RFP 61-18 Design Engineering Services for North Mill Pond Linear Greenway and Community Park" 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 May 8, 2018.

There will be an **optional pre-bid meeting on April 26, 2018 at 10:00 a.m.** The pre-bid meeting will be held in Conference Room A, First Floor of Portsmouth City Hall, 1 Junkins Ave, Portsmouth, NH.

SCOPE OF WORK: The City of Portsmouth is requesting proposals from qualified firms for the following project:

The purpose of this project is to design a linear greenway and community park along the North Mill Pond. The greenway will include a multi-use path for use by bicycles and pedestrians extending from Bartlett Street to Market Street with a brief on-road portion along Maplewood Avenue. As proposed, the path will be a minimum of ten-feet (10') wide and two-feet (2') of clear space on either side and will extend along the shore of the North Mill Pond outside of the 25' tidal wetland buffer. Between Bartlett Street and Maplewood Avenue, the greenway may include scenic lookouts or seating areas along the path. Between Maplewood Avenue and Market Street, the greenway will include a 1-acre community park accessible from Vaughan Street via a public access easement across private property. With the exception of the 1-acre community park, all of the land in the proposed linear greenway is currently owned by private entities and will require land easements or acquisition by the City. For this reason, the construction of this greenway and park is anticipated to be done as a public/private partnership.

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.

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

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There will be an **optional pre-bid meeting on April 26, 2018 at 10:00 a.m.** The pre-bid meeting will be held in Conference Room A, First Floor of Portsmouth City Hall, 1 Junkins Ave, Portsmouth, NH.

PROJECT DESCRIPTION

The purpose of this project is to design a linear greenway and community park along the North Mill Pond. The greenway will include a multi-use path for use by bicycles and pedestrians extending from Bartlett Street to Market Street with a brief on-road portion along Maplewood Avenue. As proposed, the path will be a minimum of ten-feet (10') wide and two-feet (2') of clear space on either side and will extend along the shore of the North Mill Pond outside of the 25' tidal wetland buffer. Between Bartlett Street and Maplewood Avenue, the greenway may include scenic lookouts or seating areas along the path. Between Maplewood Avenue and Market Street, the greenway will include a 1-acre community park accessible from Vaughan Street via a public access easement across private property. With the exception of the 1-acre community park, all of the land in the proposed linear greenway is currently owned by private entities and will require land easements or acquisition by the City. For this reason, the construction of this greenway and park is anticipated to be done as a public/private partnership.

The project is broken into three (3) phases as follows:

- 1) Conceptual Design: Determination of the recommended path layout, greenway features, and community park design.
- 2) Preliminary Design: Preliminary design plans and opinion of project costs.
- 3) Final Design: Secure final permitting, prepare final design and construction documents of proposed improvements.

PHASE 1 – CONCEPTUAL DESIGN

This phase will primarily focus on a conceptual design for the path layout and greenway features. A preliminary conceptual plan has already been completed for the community park as part of the land use approval process which resulted in the land being deeded to the City as public community space. The selected consultant shall have use of all engineered drawings and landscape plans prepared for that preliminary plan. The community park design may need to be adjusted based on community input and to be consistent with the proposed path layout.

Field Visits

Conduct field visits as necessary during the conceptual design phase.

Base Map

The City will provide GIS-based data for the project area for use in the Conceptual Design. The consultant will need to verify the data in regards to apparent existing utilities and physical features. Surveyed engineering plans for the proposed community park will also be provided.

Public Meeting

The consultant shall lead one public meeting as part of this phase for residents, property owners, and businesses. The initial meeting will identify concerns of businesses, residents and project abutters and explain the design process. A plan of existing conditions and recommended proposed location of the linear greenway and trail of sufficient quality and size for public presentation purposes shall be used for this meeting.

For all meetings the consultant shall be responsible for recording the events of the meeting and site visits. 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 from residents and abutters not comfortable with speaking in a public setting or not able to attend the public meeting. All meeting notes shall be finalized in coordination with City representatives.

Develop Conceptual Plan

Incorporating input from the public meeting and other studies, develop a color graphic conceptual plan of proposed improvements of sufficient quality and size for public presentation purposes. The plan should include information about trail design, shoreland treatment and mitigation, as well as greenway amenities such as scenic overlooks and seating areas. Conceptual plan layout should incorporate the recommendations of the City's 2014 Bicycle Pedestrian Plan and the North Mill Pond Study from 1997. The consultant will record the feedback received from the public meeting with the goal of using the feedback to refine the conceptual plan and develop preliminary design. After receiving approval from the City to do so, the Consultant will move into preliminary design.

PHASE 2: PRELIMINARY DESIGN

Land Survey and Wetland Delineation

Land survey and wetland delineation shall be done in coordination with private property owners. To the extent possible, surveyor shall define the right of way, locate property monuments, and collect wetland flagging locations along the project area. This survey will become property of the City of Portsmouth and, as appropriate, private property owners and an electronic copy of the survey shall be provided. 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.

Wetland Delineation

A certified wetland scientist shall delineate the highest observable tide line.

Utilities

Contractor shall identify locations and depths of all the utilities within the project area and any proposed changes or additions to existing utilities. Close coordination with the City DPW and private utility companies will be required. The consultant shall show all existing utilities on an existing conditions plan and identify any potential conflicts or required changes with the planned trail right-of-way and related greenway improvements. Coordination meetings for each impacted utility shall be planned for this effort as required.

Landscaping and Shoreland Restoration

Project team must include a landscape architect and must demonstrate experience with tidal shoreland restoration. Landscape architect should make recommendations for tidal shoreland restoration as well as specific locations for soil amendments and species of new landscaping and vegetation along the entire corridor.

Field Visits

Conduct field visits as necessary during the preliminary design phase.

Permitting

Develop and prepare all necessary permit applications and lay out process and budget for necessary attendance at regulatory board meetings as needed. The City is responsible for any and all permit fees, while the fee amounts for all permits should be provided. The consultant will coordinate and prepare all requisite permit applications to support trail and greenway construction, shoreland restoration, and utilities. 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: City of Portsmouth Wetland Conditional Use Permit, NHDES Wetland Permit, NHDES Shoreland Permit, NHDES Alteration of Terrain Application

Easements and Right-of-Way Acquisition

The City intends to construct the greenway and trail on easements acquired from private property owners along the corridor. The consultant team shall identify any easements or right-of-way acquisition that will be required and shall develop any required easement plans. All legal work required for the creation of any easement deeds and land purchases shall be completed by the City's Legal Department.

Meetings with City Staff and City Committees

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.

Additional meetings with City Boards and Commissions shall be required during this phase including at least (1) one meeting with the Conservation Commission. Consultant may also be required to attend at least (1) one meeting each with the Planning Board and City Council.

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

Public Meeting

The consultant will present the North Mill Pond Trail and Greenway preliminary design plans in a collaborative public workshop environment with the goal of using the feedback to refine the preliminary design plans before proceeding to final design plans.

Preliminary Design Plans & Opinion of Cost

Based on input received from City staff, Regulators and Committees, neighborhood residents and project abutters, develop preliminary design plans for the proposed improvements. The preliminary plan shall address trail design and materials, landscaping and shoreland restoration, public amenities such as seating and viewing areas, signage and lighting, trail access from Barlett St and Maplewood Ave and related infrastructure and traffic safety measures, and required easements and/or land acquisition. Provide an estimate of project cost based on the preliminary design.

After receiving approval from the City to do so, the Consultant will move into final design.

PHASE 3: FINAL DESIGN PLANS AND SPECIFICATIONS

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.

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

Final Design Plans and Update Opinion of Cost

Based on feedback received on the preliminary design plans, develop final design plans, specifications and revised final cost estimates for the proposed improvements complete and submit final permit applications. 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 an appropriate plan scale. Plan and profile information is to be on the same sheets. Cross-sections are to be on their own sheets. 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. Property addresses shall also be shown. Plans shall exhibit a graphic scale and include a north arrow.

The consultant shall submit three original stamped construction plans, cost estimates, and specifications. The consultant shall also provide pdf digital versions of the final plans and specifications to be used to solicit bids. A Professional Engineer licensed in the State of New Hampshire shall stamp all plans. The consultant shall also provide the City with an electronic file of all plans and data. 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

Review construction bids submitted and assist the City with the bid. Respond to bidders questions 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 two (2) weeks of contract signing. Conceptual design plans (Phase 1) shall be complete and ready for public meeting within ten weeks of contract signing. Certain reasonable allowances for project completion will be allowable in relation to permitting, layout and similar tasks related to preliminary and final design.

CITY ROLE

Planning Department 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 other City departments as appropriate 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
- City of Portsmouth Bicycle and Pedestrian Plan at planportsmouth.com/bike-pedestrian-masterplan2014.html
- North Mill Pond Study Concept Plans (1996 and 1997)
- AC Hotel and Community Space (299 Vaughan St) Landscape Plan (May 8, 2017)
- North Mill Pond Multi-Use Path Conceptual Plan (prepared by Planning Department, September 2015)

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) Cost Proposal -- In a separate envelop labeled "Price Proposal RFP ##-##" budget itemized by task by phase as provided in this RFP and a total project cost stated as a firm fixed fee. Include assumed hours per task and hourly rates for project staff.
- F) References -- 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/USD flash drive with an electronic PDF copy of their proposal (no Price Proposal).

EVALUATION CRITERIA AND CONTRACT DOCUMENTS

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

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.

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 Juliet Walker, Planning Director, Portsmouth Planning Department at (603) 610-7296, jthwalker@cityofportsmouth.com.