

April 9, 2014

ADDENDUM NUMBER 1:

DESIGN SERVICES
for
Lafayette Rd / Middle St Bicycle Facilities
RFP #63-14

This Addendum forms part of the original document marked: “**RFP #63-14 Lafayette Rd/Middle St Bicycle Facilities**”.

- Replace section **VI. Submittal Requirements** and section **VII. Selection Criteria** with the revised sections listed on the following pages.

The changes reflect the elimination of the price-proposal requirement from this RFP.
This RFP does not require any pricing.

All else remains unchanged from original document.

Please acknowledge receipt of this addendum within your proposal, failure to do so may subject a proposer to disqualification.

VI. Submittal Requirements

The Consultant shall submit four (4) bound copies of a non-price proposal ~~and one (1) sealed original price proposal that includes~~ for design services to complete the scope of work. Submittals shall be printed on two sides of the page and shall not have a plastic cover. **Proposals will be accepted until, April 29, 2014 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.
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 staff member that will be in charge of design 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 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.

~~The following shall be included in the price proposal submission:~~

- ~~1. The Consultant shall submit a proposed project budget itemized by task and total project cost stated as a firm fixed fee. Labor and direct costs should be identified by task. Hourly rates for project staff shall also be provided.~~

VII. 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

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 Price Proposal(s) of the top-ranked firm(s) 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 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.

End of addendum #1