

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department
RFP #68-14
REQUEST FOR PROPOSAL

DESIGN ENGINEERING SERVICES
NEW CASTLE WATER LINE IMPROVEMENTS

INVITATION

Sealed Proposals, plainly marked “RFP #68-14, New Castle Water Line Improvements” 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 2:30 pm on June 26, 2014. In a separate sealed envelope within the proposal envelope, enclose a cost proposal for the proposed scope of work, plainly marked “RFP #68-14, New Castle Water Line Improvements – Cost Proposal for Preliminary Design”.

PRE-PROPOSAL MEETING

There will be a non-mandatory pre-proposal meeting on June 12, 2014 at 9:00 a.m. at the Department of Public Works at 680 Peverly Hill Road, Portsmouth, NH.

FUNDING

This effort will be funded by water enterprise revenues and bonds.

PROJECT BACKGROUND/PURPOSE

In 2012, the City of Portsmouth’s Water Division had a comprehensive update to their Water System Master Plan. This update included an assessment of the water supply, storage tanks, pressures, flows and distribution system infrastructure. The study included an update of the City’s hydraulic water model utilizing InfoWater Suite 8.5 (Innovyze, Arcadia, CA) which was used to further assess future water system needs. The following information pertains to that study’s analysis of the New Castle portion of the City’s water system.

The New Castle portion of the water system has a history of pressure and flow deficiencies. This is primarily due to the fact that it is at the furthest end of the water system, has older and undersized water mains and is sub-metered for the New Castle Water District service territory. Half of the island’s water mains are also owned and controlled by the New Castle Water District.

Currently there is an 8-inch water main that runs from Odiorne Point to the New Castle Island under the harbor. The City’s 2013-2018 Capital Improvement Plan (CIP) describes a budgeted project for the New Castle portion of the water system. The proposed project in the CIP provides \$3.0 million project to replace this line with a new 8-inch water main. It would also re-route the

line to Wild Rose Lane. Additional water main replacement would occur on Wild Rose Lane to Wentworth Road. This is intended to improve redundancy and fire flow on the island.

In reviewing the results of system modeling, it appears that creating a loop to the Rye Water District line on Wentworth Road (US 1B over Little Harbor) together with replacing the Wentworth Road water main would potentially provide more benefit available fire flows in New Castle rather than replacing the Odiorne Point water main. The planning-level costs estimates show that, together, these two projects are anticipated to cost less than the \$3.0 million currently in the City's CIP and would provide more Average Day Fire Flow (AFF) improvement (34.7% vs. 9.1% Average New Castle AFF) over the existing water system infrastructure in the area.

City staff have recently met with Rye Water District Commissioners and briefed them on how the District would benefit from the loop back to the Portsmouth/New Castle system in this area. Phased implementation of these recommended projects, together with field verification of improved flow conditions after each upgrade has been constructed, would allow for refinement of the currently recommended projects to produce the greatest benefit to New Castle. The attached figure 3-20 is excerpted from the Water System Master Plan and includes the recommended projects for New Castle.

The purpose of this project is to confirm the findings of the 2013 Water Master Plan recommendations for New Castle and further refine the cost-benefit of the following scenarios:

1. Scenario 11 - Replace the 12-inch Wentworth Road water main from North Gate Road to Spring Hill Road.
2. Scenario 4 - Replace approximately 2,600 feet of water main on Wild Rose Lane with a new 8-inch water main.
3. Scenario 2 - Replace the 8-inch 1941 era water main that runs from Odiorne Point in Rye to the New Castle Island by either:
 - a. Installation of a replacement of existing water line.
 - b. Rehabilitation of existing water line
 - c. Abandon existing water line and install new line running under the harbor from Odiorne Point to Fort Stark/Wild Rose Lane.
 - d. Abandon existing water line and install a new line running from the Rye Water District's 10-inch line on Wentworth Road across or under (via directional drilling or other methods) the State Bridge going into New Castle. This bridge project is currently in design for rehabilitation or replacement by the New Hampshire Department of Transportation (see www.nh.gov/dot/projects/newcastlerye16127/).
 - e. Any other feasible options.

SCOPE OF WORK AND SCHEDULE

The City anticipates the scope of work will be comprehensive and include all tasks necessary to develop preliminary and final designs and documents for construction. The engagement of the selected engineer will be based initially on the preliminary design with future amendments for final design and construction administration to follow. The scope of work is anticipated to include, but not be limited to, the following:

PRELIMINARY DESIGN

- Project kickoff meeting with the City of Portsmouth for proper identification of project scope and alignment of expectations.
- Prepare preliminary assessment of at least three alternatives for replacing existing water line as mentioned in this RFP. Use of the water system model will be required to determine anticipated flow improvements for each.
- Meet with City Staff to review preliminary assessments, constructability of each, cost estimates and needed permits, easements, etc.

FINAL DESIGN

- Design and prepare bid specifications of preferred water line replacement
 - Survey, geotechnical, wetlands, permitting and all other items necessary to execute construction
- Submit 60% design package with updated project cost estimates to City for review.
- Meet with City staff to review 60% design.
- Submit 90% design package to New Hampshire Department of Environmental Services for review and approval.
- Attend one meeting with New Castle and Rye Water Districts to provide an overview of proposed project.
- Produce bid documents.
- Coordinate and attend pre-bid meeting for potential contractors.
- Review bids and prepare recommendation for award.

CONSTRUCTION ADMINISTRATION

- Construction administration and oversight services may be requested at a later date by the City but are not part of this proposal.

The final scope of work will be negotiated with the selected consultant prior to execution of a contract. Firms are asked to only price the preliminary design portion of the work for this proposal. Amendments for Final Design and Construction Administration will be negotiated with the selected firm at a later date.

AVAILABLE INFORMATION

The following information is currently available on the City's website:

- 2013 Water System Master Plan:
<http://www.cityofportsmouth.com/publicworks/index.htm> (click on "Water" tab and then click on "2013 Water System Master Plan.")

The following information will be made available to the consultant(s), at the pre-proposal meeting, for the purpose of developing the proposal:

- Water system hydraulic model on CD

ENGAGEMENT OF THE ENGINEER**A. Required Contents of the Proposal**

A sealed proposal, plainly marked “RFP #68-14, New Castle Water Line Improvements - Proposal” on the outside of the envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 2:30 pm on June 26, 2014. Five (5) copies of the proposal shall be submitted and include the following information:

1. Firm (team) Experience (for each firm in the team):

Describe relevant experience in each of the following primary areas of focus:

- a. Familiarity with the City of Portsmouth Water Division’s design and operations
- b. Water Distribution System Assessments
- b. Water Distribution System Design
- d. Water Distribution System Construction Permitting Experience

The firm’s experience shall be summarized in a matrix format. In addition, detailed project descriptions of no more than five reference projects containing the majority of the focus areas listed above shall be included. The project descriptions shall be current and limited to a maximum of one full page per project, along with client references and up-to-date contact information (name, title, organization, phone, cell and email).

2. Project Team:

List each member of the proposed Project Team along with their:

- a. Firm affiliation
- b. Area of specialty
- c. Office location
- d. Total years of experience
- e. Years with current firm
- f. Specific involvement/role in projects used as references

One member of the Project Team must be assigned as the Project Manager that will act as the primary client contact and who shall be involved in day to day management of the Project. All resumes shall be included and limited to a maximum of two pages per team member.

3. Project Understanding and Approach:

The Consultant(s) shall state in succinct terms their understanding of what is required by this Request for Proposal. Describe in narrative or outline form the consultant’s approach and technical plan for accomplishing the work of this RFP including the following:

- Describe the sequential tasks to be used to accomplish this project
- Indicate all key deliverables
- Describe the responsibilities of each person on the project team
- List the portion of the work to be subcontracted

- Include a list of information required or tasks to be completed by City staff.

Project Schedule: Provide a schedule for completing each task in the Scope of Work, including deadlines for preparing project deliverables.

4. Man-Hour Level of Effort:

Provide a proposed man-hour level of effort in table format coordinated with the anticipated list of tasks to complete the work. The man-hour level of effort shall be comprehensive and inclusive of the total man-hours to complete the project. Do not include any fee associated with the level of effort in the proposal.

In a separate sealed envelope within the proposal envelope, enclose a cost proposal for the proposed scope of work, plainly marked “RFP #68-14, New Castle Water Line Improvements – Cost Proposal.”

B. Ranking of Proposal

Each proposal will be reviewed and ranked according to the following criteria:

- | | |
|---|----------------------|
| a. Firm’s experience successfully completing similar projects and individual Project Team member experience | Maximum of 30 points |
| b. References indicating successful projects of this type | Maximum of 20 points |
| c. Understanding and approach to project | Maximum of 40 points |
| d. Quality of proposal package | Maximum of 10 points |

SCHEDULE

Potential schedule is as follows:

- RFP Bid Packages due at 2:30 pm on June 26, 2014
- Interviews (if necessary) of selected firms will be held in early July 2014
- Contract and notice to proceed – August 2014
- Preliminary design – August through October 2014
- Final design – November/December 2014
- Meetings with New Castle and Rye Water District (TBD)
- Bid package preparation and DES approval – January 2015
- Advertisement for bid and construction pre-bid meeting – February 2015
- Contractor bids – March 2015
- Award contract – April 2015
- Construction – Summer 2015

Final schedule will vary based on the negotiated scope and work tasks.

CITY ROLE

City staff will be responsible for administering the project. Representatives of the City’s Public

Works Department will provide input and assistance with any necessary field work and review all deliverables from the effort. The primary contact at the City will be Terry Desmarais, City Engineer Water and Sewer Divisions.

SELECTION AND CONTRACT DOCUMENT

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. The City reserves the right to negotiate directly with the firm(s) selected for additional project work.

RESERVATION OF RIGHTS

The City reserves the right to undertake such investigation as it deems necessary to evaluate the proposals of the firm and to evaluate the proposal submitted. Firms may be requested to execute releases for information. Failure to provide a release upon request will result in disqualification.

The City of Portsmouth reserves the right to negotiate additional work including, but not limited to, preliminary design, final design and construction engineering services.

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 and to negotiate the terms and conditions of any proposal leading to execution of a contract.

ADDITIONAL INFORMATION

Requests for additional information should be directed to Terry Desmarais, City Engineer at (603) 766-1421 or by email to tldesmarais@cityofportsmouth.com. Addenda to this request for proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at the City's web site at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Firms submitting proposals should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

INDEMNIFICATION AND INSURANCE REQUIREMENTS

The Contract will require the Consultant to agree to pay on behalf of and hold harmless the City of Portsmouth for all claims arising in whole or in part from its work on behalf of the City. Consultant will be required to maintain insurance in such form as will protect the Consultant from claims and liabilities for damages for bodily injury, including accidental death, and for

property damage, which may arise from operations under this contract. Consultant shall also be required to maintain professional liability insurance. Amounts and coverage shall be subject to contract negotiations.