

CITY OF PORTSMOUTH, NH
DEPARTMENT OF PUBLIC WORKS

RFP 78-18
Peirce Island Pool House Design Project

Sealed Requests for Proposals, plainly marked “RFP# 78-18 Construction Drawings and Bid Documents for the Peirce Island Pool House Project” 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., Thursday, July 26, 2018.**

There will be a **mandatory pre-proposal meeting 9:00 a.m., Thursday, July 12, 2018** at the Peirce Island Pool, 99 Peirce Island Rd, Portsmouth, NH. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

SCOPE OF WORK:

The City of Portsmouth’s Department of Public Works is requesting proposals from qualified design consultants to provide detailed construction drawings and bid documents that include architectural, structural, mechanical, and site improvements. The project is intended to provide a new pool house with a centralized public entrance to the pool as well as changing room with comfort stations, concessions space, storage areas, and a public waiting area. Site work will include the design of walkways, fencing, utilities, as well as grading and drainage improvements.

Addenda to this RFP, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. 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 any proposal that may be in the best interest of the City.

All questions regarding this RFP should be submitted by email to Nicholas Cracknell, Project Manager at njcracknell@cityofportsmouth.com. Questions will be accepted until **2:00 p.m., Tuesday July 17, 2018.**

Answers to questions will be posted as an Addendum by **12:30 p.m., Friday July 20, 2018.** All questions, and their respective answers, raised during the RFP process will be available on-line at the Purchasing website <http://www.cityofportsmouth.com/finance/purchasing.htm>
Addenda will not be sent directly to proposers.

Documents are not available for pickup. Specifications may be obtained at the City’s website: <http://www.cityofportsmouth.com/finance/purchasing.htm>

If you have any procedural questions please contact the Purchasing Coordinator at (603) 610-7227.

CONTINUE BELOW FOR THE COMPLETE RFP.

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PRE-PROPOSAL TIMELINE

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BASIS OF DESIGN

Please refer to **Attachments A-C**, Peirce Island Master Plan and Pool House Rendering, for reference. It is the City’s intent to replace the existing comfort station and pool house with a new, traditionally-designed and universally accessible pool house.

1. Increase the quality of the experience of using the Peirce Island Pool.
2. Improve public access by locating the pool house adjacent to public parking.
3. Minimize the long-term maintenance of the exterior building envelope by using durable materials such as stone, slate and metal.
4. Design the interior spaces to provide safe and sanitary areas that are functional to the volume of use and provide gender separation.
5. Ensure the exterior building design is commensurate and supportive of the historical significance of the Peirce Island Pool.

MEETINGS

1. The Design Consultant shall meet with City of Portsmouth (CoP) representatives at a “kickoff” meeting that will identify program and building requirements to be incorporated into a Preliminary Design.
2. A second meeting will be held where the Design Consultant will present the Design Development Drawings for review.
3. A third meeting to present 100% Draft Construction Documents.
4. The Design Consultant shall be responsible for recording the events of all meetings and distributing them to the CoP.
5. The Design Consultant shall be responsible for recording the events of these meetings and preparing minutes with a summary of action items for distribution. The Design Consultant’s shall take the lead in setting project meeting dates with COP staff.

FIELD VISITS

The Design Consultant will conduct field visits as necessary during the design phase and meet as needed with the Project Manager, Recreation Director, and representatives of the Public Works Department on site to review and discuss project design issues.

PERMITTING

The city will obtain all necessary permits for the work. The City is responsible for any and all permit fees.

DESIGN DEVELOPMENT

Preliminary Design Plans & Opinion of Cost:

Based on input received from CoP including the information shown on **Attachments A-C**, the Design Consultant will develop preliminary design plans for the new Pool House and the associated site improvements. The preliminary plan shall address mechanical, electrical, plumbing requirements for the proposed work. The preliminary plan shall address grade and drainage design at the site, and identify any coordination with utilities necessary to construct the project.

Design development architectural and engineering plans shall be of sufficient quality and size to provide an estimate of project cost.

CONSTRUCTION DOCUMENTS

Construction Plans and Specifications:

1. After approval of the Design Development Plans, which shall be consistent with the building design shown in **Attachment B**, the Design Consultant will develop Construction plans, specifications and revised final cost estimates for the Project and present them for final review and approval by CoP, and make any needed revisions following that review.
2. The Design Consultant shall electronically submit original construction plans, estimate and specifications in addition to 1 set of bound plans and a Project Manual containing all technical information at a level of detail which can be used for an Operations and Maintenance Manual

3. A Professional Architect/Engineer licensed in the State of New Hampshire shall stamp all plans.

Permitting

The Design Consultant will develop and prepare all necessary permit applications, and attend regulatory board meetings as needed. The City is responsible for any and all permit fees. This includes completion and required research and documentation associated with the project. The Design Consultant will coordinate and prepare all requisite permit applications to support drainage improvements. Depending on the square footage of the disturbed area and location of impacts, permits and approvals required for this project may include Wetland and Alteration of Terrain State Permits as necessary.

The City reserves the right to add construction administration services to the contract at a later date, such fee to be negotiated based on the estimated project cost.

PROJECT SCHEDULE (Summer 2018, construction fall 2018 – for opening June 2019)

All Drawings shall be submitted to the CoP Project Manager. Design Deliverables and Construction shall be completed in accordance with the following schedule:

1. Design Development Documents:
 - DB Design Development Documents, consistent with the conceptual building design shown in **Attachment B**, shall be submitted no later than 30 calendar days after award.
 - CoP Review and written comments completed no later than 10 calendar days after submission of DB Design Development Documents.
2. 100% Draft DB Construction Documents:
 - Work on Construction Documents shall continue during the Design Development Documents review and once Design Development review comments are received they shall be addressed and incorporated in the Construction Documents.
 - 100% Draft DB Construction Documents and written responses to the CoP Review Comments submitted no later than 20 calendar days after submission of DB Design Development Documents.
 - CoP Review completed no later than 10 calendar days after receipt of 100% Draft DB Construction Documents.
3. Complete Stamped and Signed DB Construction Documents:
 - Complete Stamped and Signed DB Construction Documents and written responses to the CoP 100% Draft DB Construction Document review comments submitted no later than 10 calendar days after receipt of CoP 100% Draft DB Construction Document review comments.
4. As-Built Drawings:
 - As- Built Drawings completed no later than 21 calendar days after Project Completion.

CITY ROLE

Planning Department staff will assist the Public Works Department in administering the project and overseeing the DB Contractor's work on this project. Representatives of the City's Planning

and Public Works Departments will review plans and other documents prepared by the design consultant.

SUBMITTAL REQUIREMENTS

Proposals shall be submitted in two separate parts- technical proposal and fee proposal include the following and shall be organized using each of the above required elements as section headings:

Technical Proposal

- A. Firm Description - Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and satellite office proposed to handle this project.
- B. Project Team - Provide names and resumes of key design 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.
- C. Scope of Services - Describe in narrative form the Design Consultant's approach and technical plan for accomplishing the work listed herein. The Design Consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the Design Consultant shall not delete any requested scope tasks unless explicitly noted. The Design Consultant shall submit a schedule for completing the scope of work for design.
- D. Three (3) references, including current contact name and phone number for similar projects.
- E. Five (5) copies of the proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions. Proposer shall include an electronic PDF copy of their proposal (no Price Proposal).

Fee Proposal

- A. A. In a separate envelope labeled "**Fee Proposal RFP# 78-18**" budget itemized by task and a total project cost stated as a firm fixed fee. Include assumed hours per task and hourly rates for project staff. The Fee Proposal Form is attached as **Attachment D**.

EVALUATION CRITERIA

Proposals will be evaluated initially according to the following:

1. Responsiveness to submission requirements.
2. Qualifications of firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager to complete all project tasks.
3. Previous related work.
4. Understanding of the City's goals and objectives and the required project work and schedule.

Upon review of all responsive proposals using the criteria outlined above, the City may select up to three (3) firms to interview.

The fee proposals for the firms to be interviewed will be opened after interviews. Following interviews, the highest ranking firm will be invited to negotiate a final Scope of Services and fee with the City.

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 undertake such investigation as it deems necessary to evaluate the qualifications of the Design 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.

CONTRACT DOCUMENT

Upon selection, the highest ranking firm will be invited to enter into contract negotiations with the City. When the contract is executed by both parties, the Design Consultant will be instructed to commence the work outlined in the contract.

All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the Design Consultant pursuant to this project shall be the property of the City of Portsmouth.

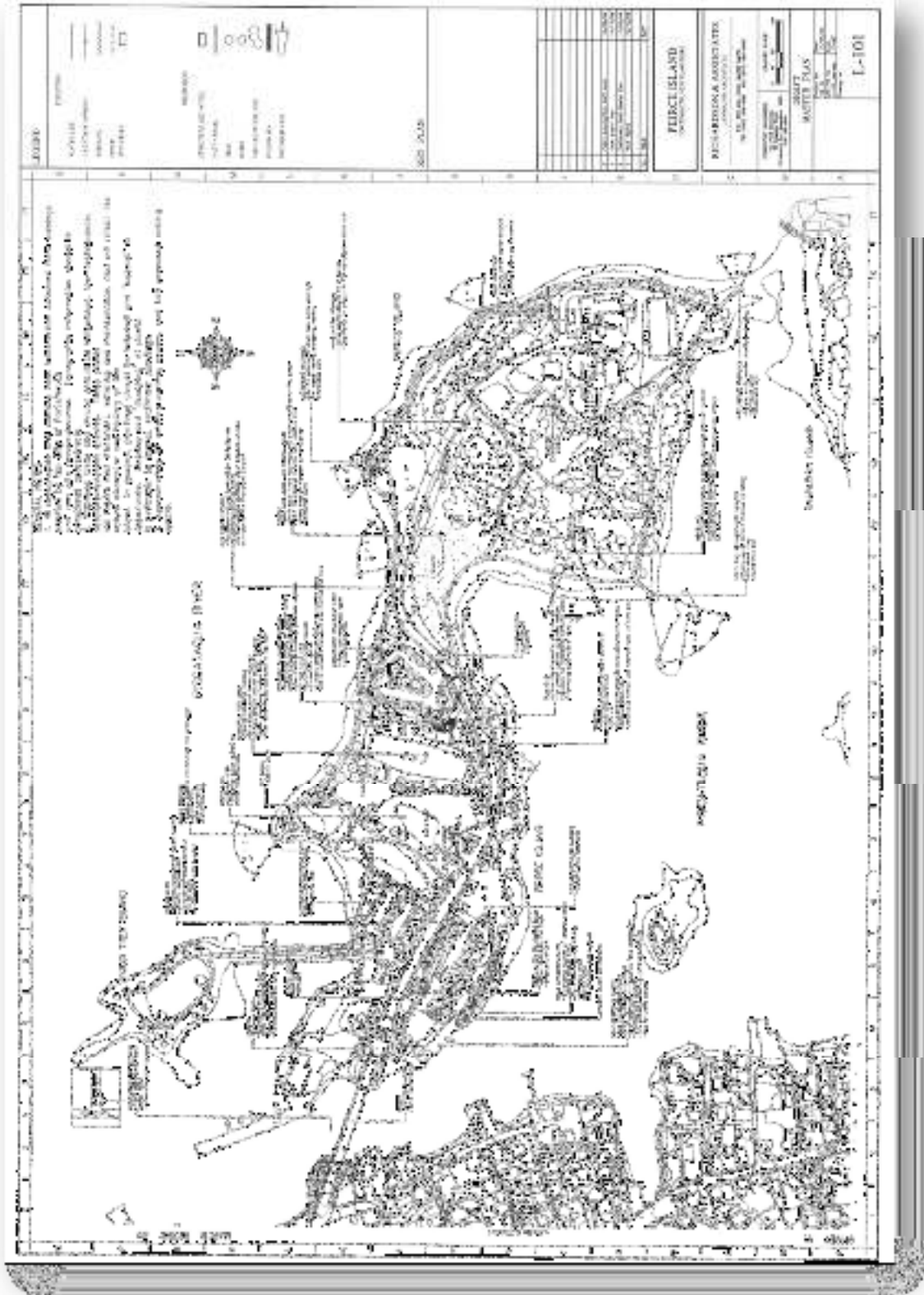
The Design Consultant will be required to maintain commercial, automobile and professional liability insurance. Professional liability insurance shall be in the amount of at least two-million (\$2,000,000). Coverage amounts will be reviewed and approved by the City's Legal Department. Design Consultant will be required to indemnify the City for Design Consultant's negligent acts in performance of the Contract.

If the City is unable to reach agreement with the highest ranking firm, the City may enter into negotiations with the next highest ranking firm.

ADDITIONAL INFORMATION

Requests for additional information should be directed to Nicholas Cracknell, Principal Planner / Project Manager at (603) 610-7328.

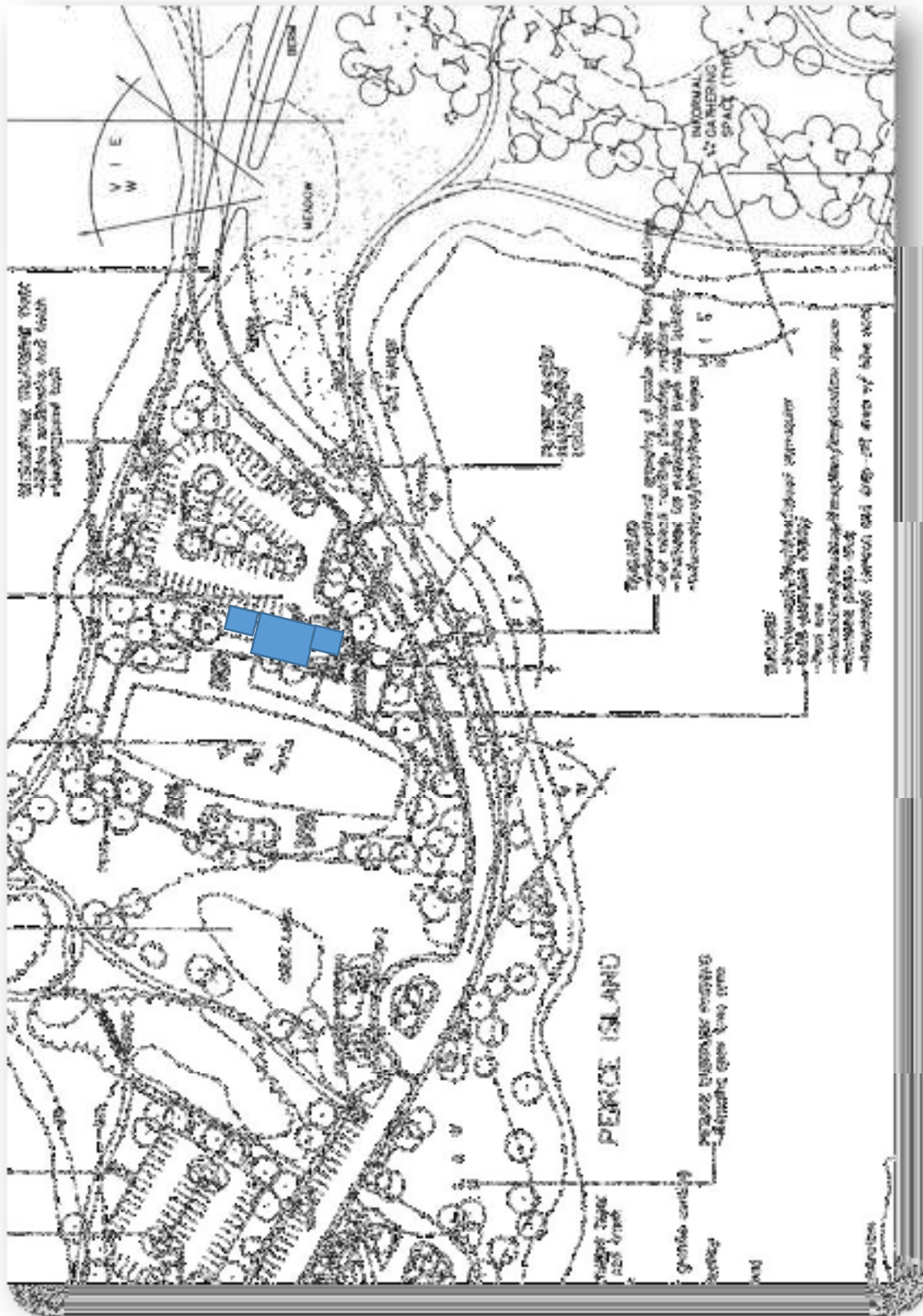
ATTACHMENT A
 – Peirce Island Master Plan –



ATTACHMENT B- Conceptual Pool House Design -



ATTACHMENT C- Conceptual Pool House Site Plan -



ATTACHMENT D
– Fee Proposal Form –