

CITY OF PORTSMOUTH, NEW HAMPSHIRE
REQUEST FOR PROPOSALS #08-08
FOR
MIDDLE SCHOOL DESIGN ALTERNATIVES PROFESSIONAL SERVICES

The City of Portsmouth, New Hampshire seeks specific proposals from pre-qualified Consultants that are capable of providing design alternatives for the Middle School at its present site on Parrott Avenue. A Request for Qualifications (RFQ) was conducted earlier this year and five (5) Consultants were pre-qualified through that process.

The five Consultants are to submit proposals in response to this Request for Proposals (RFP). Each Consultant must submit a two-part proposal, each being in its own sealed envelope, consisting of a "Price Proposal" and a "Non-Price Proposal". Proposals will be received at the office of the Purchasing Agent, City of Portsmouth, 1 Junkins Avenue, Portsmouth, NH, 03801 until **4:00 p.m. on Friday, December 7, 2007**.

DESCRIPTION OF THE CONSULTANT PROCUREMENT PROCESS

Only the five Consultants, pre-qualified through the RFQ process will receive the RFP package. The process for procurement of Consultant services will proceed in three parts:

PART I SUBMITTAL REVIEW

The Selection Committee will review and evaluate the written proposals submitted in response to this RFP. The five Consultants will then be scheduled for interviews. To the extent permitted by law, the interviews will be conducted in a non-public session. The Consultant shall provide ten (10) copies of the Non-Price Proposals, and one (1) copy of the Price Proposal. At a minimum, the written material shall consist of the following:

1. Any changes and updates in information previously submitted in the response to the RFQ.
2. A description of the Consultants proposed Scope of Work.
3. List of staff to be used, along with their specific roles in all phases of the Project, and a brief history of their accomplishments in similar projects.
4. Designation of the sub-consultants, including, traffic and parking, mechanical, electrical, plumbing, landscape architect, civil, and other significant sub-consultants.
5. Submittal of a projected schedule for tasks outlined in the Scope of Services.

PART II ORAL INTERVIEWS

All Consultants responding to this RFP shall participate in a detailed oral interview to more fully discuss their approach to this project and to answer questions. Interviews will be scheduled for **Tuesday, December 18, 2007**. It will be the sole responsibility of the Selection Committee to rank the Consultants in order of qualification on the basis of the evaluation of the written responses to the Request for Proposals and oral responses received during the interview process.

PART III SELECTION

Following the review of proposals and interviews, the price proposals shall be opened. The Consultants may be re-ranked after evaluation of price. The leading Consultant will be invited to negotiate a contract with the City of Portsmouth. In the event that negotiations for a final contract are not successful, the City reserves the right to negotiate with the next ranked Consultant.

SITE VISITS AND PROJECT QUESTIONS

A mandatory pre-proposal meeting is scheduled for **2:30 p.m. Monday, November 19, 2007** at the Middle School. All questions after that date must be submitted in writing by **4:00 PM Friday, November 30, 2007**. All questions will be answered in writing; all questions and all answers will be shared with all five pre-qualified Consultants that have been short-listed.

All Consultants are encouraged to evaluate carefully the Middle School data contained in the RFQ and the Middle School Feasibility Study available on the City's website. Mr. Hartrey can be contacted at the below listed address, telephone number and email:

Dan Hartrey, Facilities Project Manager
1 Junkins Ave.
Portsmouth NH 03801
Phone: (603) 610-7299
Fax: (603) 427-1593
Email: djhartrey@ch.cityofportsmouth.com

SCOPE OF SERVICES

The services that will be included in the contract to be negotiated between the City and the selected Consultant will include the following tasks:

1. PROGRAMMING REVIEW AND REFINEMENT

- A. The building program review and update shall be coordinated with the Superintendent of Schools to reflect changes in demographics or technologies which would affect the building program.
- B. Consultant will work with Middle School staff to develop options for optimizing staff efficiency, delivery of Middle School services, and incorporate the most appropriate technologies.
- C. Review and update of Middle School Building Program will be completed within 30 days from notice to proceed.

2. SCHEMATIC DESIGN

- A. The consultant will work with selected representatives of the City and School Department to develop a schematic design package for the expansion and renovation of Portsmouth Middle School.
- B. The schematic design package should include but is not limited to the following:
 1. Site Plan with parking, pedestrian and vehicular traffic, concept landscaping, and accessibility issues defined.
 2. Floor plans of each level with each space or program component identified.
 3. Building Elevation Studies.

4. Plans and/or narratives that describe the proposed structural, mechanical, electrical and plumbing systems recommendations.
 5. Plans and/or narratives that describe the sustainable building/LEED requirement recommendations.
 6. A minimum of two renderings that visually explain the proposed design. This may be a street level view as well as a birds-eye perspective.
- C. The consultant will develop and present proposed project phasing that will outline a realistic construction implementation sequence that respects and maintains ongoing school operations.
 - D. The consultant will develop and present an estimate of project construction costs. This estimate should provide a breakdown per Masterspec sections and phasing.
 - E. The consultant will work with the city to assist in developing an appropriate budget for Fixtures, Furniture & Equipment (FFE).
 - F. Design shall achieve maximum State reimbursement and identify any required waivers.
 - G. Schematic Design will be considered complete, upon acceptance by the City of design and documentation completion.
3. PRESENTATIONS AND APPROVALS
 - A. Members of the design team will attend up to ten (10) public meetings. The design team will also be expected to attend meetings with City staff, as needed, to insure the successful completion of the Project.
 - B. The consultant will provide adequate design information and details to obtain all applicable City, State, and Federal Permits.
4. FEES
 - A. Provide a lump sum fee for the services outlined. Provide a description of any and all assumptions or exclusions. Provide explanations of any expected reimbursable expenses that may not be included in the lump sum fee.
6. ADDITIONAL SERVICES
 - A. The City reserves the right, as part of this RFP process, to negotiate and contract with the selected firm for additional architectural services including design development, final design and construction administration.

SPECIAL REQUIREMENTS

- A. The Consultant will design the project to accommodate:
 - 1) Traffic and pedestrian safety.
 - 2) Required athletic field solution
 - 3) Keeping grades 6-7-8 together during renovation/construction, and after occupancy.
- B. The Consultant should also note the following design criteria:
 - 1) The City prefers no double sessions.
 - 2) The City prefers no portable classrooms.
- C. The Consultant should assess the feasibility of relocating the Central School Department Office to the Middle School facility.

RFP Schedule

RFP issued	November 6
Mandatory Pre-Proposal Meeting	November 19
Questions due from firms	November 30
Proposals due	December 7
Interviews	December 18
Recommendation for 1 firm to School Board	January 22, 2008
Negotiate contract with final selection	February 29

Reservation of Rights

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. The City reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The firm may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.

END OF RFP #08-08