

**CONTINUE BELOW FOR THE COMPLETE RFP**  
**CITY OF PORTSMOUTH, NEW HAMPSHIRE**

**REQUEST FOR PROPOSALS  
FOR  
PHASE 1 DESIGN  
MARKET STREET EXTENSION GATEWAY  
STREETSCAPE IMPROVEMENTS**

**RFP #14-08**



CITY OF PORTSMOUTH  
CITY HALL  
ONE JUNKINS AVENUE  
PORTSMOUTH, NH 03801  
[www.cityofportsmouth.com](http://www.cityofportsmouth.com)

**CITY OF PORTSMOUTH, NH**

**RFP FOR PHASE 1 CONCEPTUAL DESIGN OF STREETScape IMPROVEMENTS  
FOR MARKET STREET EXTENSION GATEWAY**

**INVITATION**

**Sealed Proposals**, plainly marked RFP # 14-08, "Market Street Extension Gateway Improvement Project," on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, One Junkins Avenue, Portsmouth, NH 03801 will be accepted until 2:00 p.m. on October 4, 2007.

Proposals which are received late will be returned unopened. Faxed proposals are unacceptable.

**Description**

The City of Portsmouth is soliciting proposals from any interested party (or parties) for the Phase 1 Conceptual Design of Streetscape Improvements to the Market Street Extension Gateway.

This Request for Proposal may be obtained by visiting or calling the Finance/ Purchasing Department on the third floor of City Hall, One Junkins Ave, Portsmouth, NH, and (603) 610-7227 or by downloading it from the City's web site at [www.cityofportsmouth.com](http://www.cityofportsmouth.com).

Questions regarding this proposal should be directed to Nancy Carmer, Economic Development Program Manager, City of Portsmouth (603) 610-7220 phone or [nmcarmer@ch.cityofportsmouth.com](mailto:nmcarmer@ch.cityofportsmouth.com).

The City 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.

## **INTRODUCTION**

The City of Portsmouth is soliciting proposals from any interested party (or parties) for the Design of Streetscape Improvements to the Market Street Extension Gateway.

## **PURPOSE AND GOALS OF PROJECT**

The purpose of this project is to complete Phase 1 of a three-phase Improvement Project for the Market Street Extension Gateway. Phase 1 is conceptual design of streetscape improvements for Market Street Extension starting at Exit 7 at I-95 and ending at Deer Street (See Attachment 1). The improvements will establish a gateway to the city creating a transition from the I-95 corridor east into downtown Portsmouth and west to Kearsarge Way and incorporating the following objectives:

- traffic calming;
- safe pedestrian and bicycle travel;
- clear signage and direction from I-95 to the central business district and tourist information center (Chamber of Commerce); and
- aesthetic improvements to the corridor that reflect the City's character and maximizes views of the waterfront.

This project involves the following:

- Review of existing conditions
- Preparation of conceptual design for streetscape improvements
- Development of a budget and a request for proposals including a scope of work for the Phase 2 of the project which is construction drawings for improvements.

## **PROJECT BACKGROUND**

Market Street Extension (also known as Exit 7) is a major gateway to the City of Portsmouth. The road experiences roughly 16,000 per day and is the main access route to the city's central business district from Interstate 95 as well as to the working waterfront including the NH State Port Authority terminal and Granite State Minerals bulk storage site. The Greater Portsmouth Chamber of Commerce and Visitor Center is located along this section of road as is the Albacore Submarine Museum.

Market Street Ext. is a state road with limited access. Maintenance of the right-of-way is shared between the city and the state. A significant part of the right-of way and riverfront is city-owned, some is owned by the state for the NH Port Authority and some is privately owned.

The Exit 7-Market Street Extension gateway lacks continuous sidewalk and bicycle lane access from the Atlantic Heights neighborhood to Market Street. Currently pedestrians walk along the sidewalk to its terminus and then walk in the shoulder of this poorly lit thoroughfare. Along the thoroughfare there is no landscaping except grass in the median and no pedestrian amenities such as benches to enjoy the riverfront (See Attachment 2).

In 2003 the city applied for and received a Federal Congestion-Mitigation/Air Quality Grant from NH DOT for 80% funding for construction of a sidewalk and a bike lane between Michael Succi Drive and the New Hampshire Port Authority. The project was selected for inclusion into the State's ten-year plan and the sidewalk project will be put out to bid in late summer 2007.

The city's Master Plan, the Economic Development Commission, the Chamber of Commerce and local merchants recognize that the current condition of the gateway does not capitalize on the opportunity to present an exciting or visually appealing statement to visitors and residents. It also does not exploit scenic vistas of the Piscataqua River, North Mill Pond and Maine waterfront. With a significant component of the local economy dependent on tourism, the desired gateway improvements will create a positive impression and impact on our visitors. Of particular importance is the need to improve the gateway signage and wayfinding, the unappealing lighting, landscaping and the median strip.

In addition to gateways being mentioned in the Master Plan, the City's Economic Development Action Plan includes a goal for the city to work with the Greater Portsmouth Chamber of Commerce's Tourism Subcommittee to engage stakeholders and develop a RFP for I-95 Exit 7 gateway improvements. Additionally, the following strategies are excerpted from the March 2005 Master Plan:

- T-5.3 Implement a Gateway Signage program which includes welcome signs, landscaping, and other design treatments at primary gateways to the city.*
- T-4.5 Fully consider bicycle facilities in all roadway and bridge projects.*

## **SCOPE OF WORK**

### Task One: Review and Analysis of Existing Conditions

1. Meet with city staff, state Department of Transportation (DOT) and private utilities to review and discuss project goals, existing conditions and current infrastructure project status including:
  - land use/zoning
  - levels of road service and long range transportation plans
  - intermodal transportation links
  - wayfinding signage/banners
  - land ownership
  - sidewalk access
  - bicycle routes
  - street lighting/utilities
  - property ownership
  - current road maintenance agreements
2. Review existing relevant information including city-wide Master Plan; state and local traffic studies and plans, relevant local ordinances; property ownership; pending

development and infrastructure projects including utilities, parking, traffic, and local road surface and sidewalk improvement plans.

### Task Two: Stakeholder Meetings and Summary Report

1. Solicit input on gateway concepts by meeting individually or contacting as necessary, the abutting private property and business owners, NH Department of Transportation representative, the Chamber of Commerce Gateway Committee and stakeholders located in the corridor to identify existing issues, concerns, and goals.
2. Prepare a summary report (not to exceed 4 pages excluding exhibits) summarizing existing study area conditions and stakeholder input from Tasks One and Two.

### Task Three: Market Street Streetscape Improvement Conceptual Plan

1. Develop a Streetscape Improvement Conceptual Plan which includes: conceptual streetscape infrastructure improvements outlined in Attachment 3.
2. Present Draft Streetscape Improvement Plan to Market Street Extension Gateway Advisory Committee.
3. Revise Draft Streetscape Improvement Plan based on Advisory Committee comments.
6. Present Draft Streetscape Improvement Plan at public meeting.
7. Revise Streetscape Improvement Plan based on public meeting comments.
8. Prepare and submit Final Streetscape Improvement Plan to Economic Development Commission.
9. Prepare itemized cost estimates and a Request for Proposals for the Final Streetscape Improvement Plan.

## **SUBMITTAL REQUIREMENTS**

- Statement of the understanding of project requirements.
- Detailed Scope of Work by element.
- Project schedule organized by work tasks.
- Project budget organized by task and including all direct and indirect reimbursable costs and total project cost stated as a firm fixed fee. Budget shall detail funds allocated for lead consultant and each sub-consultant.
- Tasking and allocation of personnel by direct labor hours to be spent on project including concise description of expertise/qualifications of key team members and identification of the Project Manager(s).
- Hourly fee schedule and reimbursable cost schedule for each firm in the team [only to be used in the event that additional tasks are added to the fixed fee contract].

- No more than three references for (from each firm on the team) similar projects. References must include current contact name and phone number.
- Eight copies of the proposal must be submitted.

Sealed proposals marked "RFP # 14-08" shall be returned to the Purchasing Coordinator, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 **no later than 2:00 p.m., October 4, 2007**. Upon review of all responsive proposals the City may select up to three (3) firms to interview.

### **WORK PRODUCTS**

- The All draft and final work products are the property of the city and shall be provided in both electronic and paper format. City currently is using Microsoft Office 2003. Electronic version shall be in readable AutoCad format; and
- Draft and Final Work Products will be made available by way of the City's website for public review and comment; and
- All map and graphic products shall be compatible with the City's geographic information system [Shapefile or Geodatabase].

### **EVALUATION CRITERIA**

Consultants will be evaluated according to the following:

1. Qualifications and previous related work of **key project personnel**, particularly with regard to working with municipalities of similar size, government structure, complexity and issues and the demonstrated ability of key project personnel to organize and lead effective, productive public meetings and in-house project meetings.
2. Qualifications and previous related work of **firm(s)**, particularly with regard to working with municipalities of similar size, government structure, complexity and issues, and including firm's experience in technical areas required to successfully complete all master plan elements.
3. Understanding of project goals, previous studies and local issues and needs.
4. Quality of sample materials and proposal package submitted.
5. Responsiveness to submission requirements.
6. Creativity or innovative project approach.
7. Lump sum proposal price
8. Proposed schedule

### **PROJECT ADMINISTRATION**

City Economic Development and Public Works staff will be responsible for administering the study, and overseeing the consultant's work on this project. A Market Street Extension Gateway Advisory Committee including representatives of the City's Economic Development, Planning and Public Works Departments as well as from the Economic Development Commission and the Chamber of Commerce Tourism Committee will review plans and other documents prepared by the consultant.

City staff will also provide the consultant with available information on Market Street Extension including infrastructure, land use, land ownership and zoning information. The City will be responsible for writing and distributing press releases, public meeting notices, compiling mailing lists, and for printing and postage costs for project related mailings. In addition, the City will co-facilitate public meetings on this project.

## **PROJECT SCHEDULE**

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all project work in its entirety before **February 29, 2008**.

## **SELECTION PROCESS**

The City will review submissions and prepare a short-list of finalist firms. The City anticipates conducting interviews of short-listed firms during the week of October 15, 2007. Upon completion of the interviews the City will attempt to negotiate a final Scope of Services and Price with the highest scoring firm. If the City is unable to reach agreement with the highest scoring firm, the City reserves the right to negotiate with the next highest firm until an agreement is reached.

## **CONSULTANT SELECTION SCHEDULE**

Proposals Due	<b>October 4, 2007</b>
Selection Comm. Interviews Short Listed Consultants	Week of October 15, 2007
Project Deadline	<b>February 29, 2008</b>

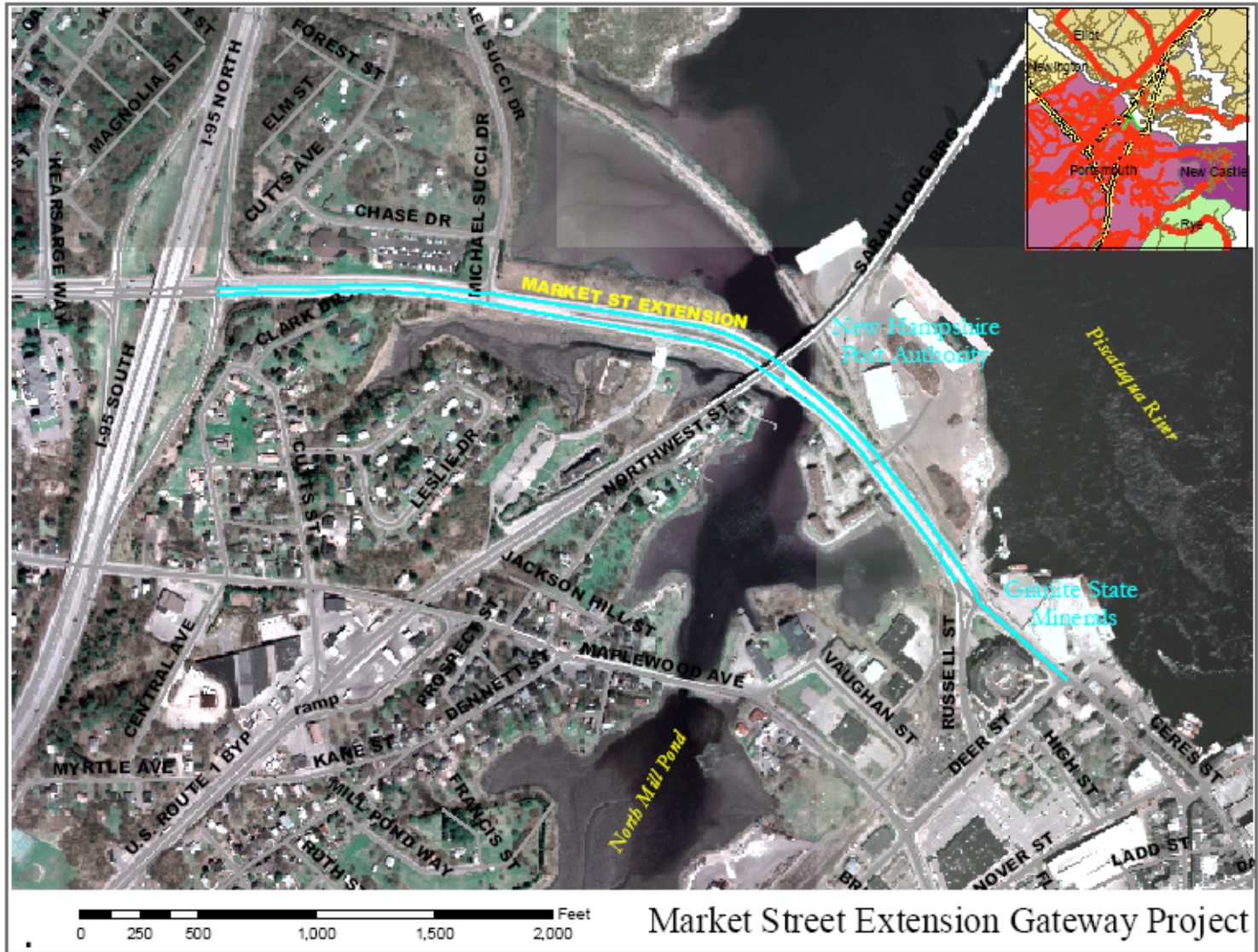
## **ADDITIONAL INFORMATION**

Requests for additional information should be directed to Nancy Carmer, Economic Development Program Manager at (603) 610-7220.

## **RESERVATION OF RIGHTS**

By submitting a Proposal, consultant consents to the City undertaking such investigation as it deems necessary to investigate and verify consultant's qualifications, reputation and experience. Consultant may be requested to execute releases. Failure to execute a release for information, if requested by the City, may result in disqualification.

The City 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.





## Market Street Extension Gateway Streetscape Improvements - Existing Conditions



Looking Southeast



Looking Northwest



Looking at Albacore Site

## Attachment 3

### **LIST OF DESIRED INFRASTRUCTURE IMPROVEMENTS**

- 1) Removal of concrete from median and replace with appropriate loam and plant materials to be identified in a landscaping plan by a landscape architect. Plan should provide comprehensive design for the north side of the road as well with respect to planting trees.
- 2) Appropriately-scaled decorative lighting in the median strip. Light should be adequate to light the sidewalks on either side of the road. Light poles may accommodate banners.
- 3) New welcome and wayfinding signage at the I-95 intersection.
- 4) Selective removal vegetation in accordance with local, state and federal wetlands and coastal protection regulations on the Cutts Cove side of the road (northeast side) for views to the water.
- 5) Bench pads along the new sidewalks for viewing the river (estimate one pair of benches every 50-75 feet). Include an interpretive sign or two on the topic of the Piscataqua River and its significance to local maritime and natural history.
- 6) Other improvements such as banners, sculpture, etc., as community may wish to include so as to achieve project goals.