

**RFP #15-21
REQUEST FOR PROPOSALS**

**CITY OF PORTSMOUTH, NH DEPARTMENT
OF PUBLIC WORKS**

DESIGN ENGINEERING SERVICES FOR DPW FUELING STATION UPGRADES

Sealed Requests for Proposals, plainly marked "RFP #15-21 Design Engineering Services for the Department of Public Works Fueling Station Upgrades" 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 **3:00 p.m. on December 17, 2020.**

There will be a **mandatory pre-proposal meeting on December 3, 2020 at 2:00 p.m.** at the Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH in the Training/Conference Room.

Request for Proposal forms may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at <https://www.cityofportsmouth.com/finance/purchasing-bids-and-proposals>.

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.

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DESIGN ENGINEERING SERVICES FOR DPW FUELING STATION UPGRADES

Sealed Requests for Proposals, plainly marked "RFP #15-21, Design Engineering Services for the Department of Public Works Fueling Station Upgrades" 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 **3:00 p.m. on December 17, 2020.** Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Questions about the project will be taken until Thursday, December 10, 2020.

FUNDING

This project is funded by existing capital funds.

MANDATORY PRE-PROPOSAL MEETING

There will be a **mandatory pre-proposal meeting on December 3, 2020 at 2:00 p.m.** at Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH in the Training/Conference Room. 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.

PROJECT BACKGROUND

Ongoing inspections of the underground fuel tanks show that they have reached the end of their useful lifespan and will need to be replaced. The City intends to upgrade the fuel pumps and layout of the surrounding area as part of the tank replacement.

SCOPE OF WORK

It is the city's intent to conduct the following work as part of this contract:

1. Review fuel usage data and calculate sizing needs for diesel and gasoline tanks.
2. Develop a comparison of underground tanks and aboveground storage tanks.
3. Develop two conceptual layouts of the fuel pumping station with consideration to vehicle access requirements and site limitations.
4. Review existing telemetry, alarms, and fire suppression equipment to determine necessary upgrades.

See Figure 1 for current layout of the DPW fueling station. The work has been broken into phases as described below.

PHASE I: Concept/Preliminary Design: Aboveground vs. Underground Storage Tanks

Identifying proposed approach for a fuel station layout with aboveground or underground storage tanks at the DPW. See Figure 1 for DPW property layout. The deliverable shall provide a recommendation of either aboveground or underground storage tanks, sizes, at least two conceptual layouts, necessary electrical and communication equipment, etc. for the fuel tanks, dispenser island, and pumps as well as vehicle access needs. Close coordination with all City entities that use the fueling station will be required as well as considerations for future changes to the DPW yard layout.

Base Mapping:

The City of Portsmouth will provide base mapping for the project area in the form of GIS that includes surface features, City utilities and 1-ft contours. The base map will need to be supplemented by the consultant with additional information for other subsurface and overhead utilities.

Upgrades and Coordination:

The consultant will deliver a conceptual/preliminary plan with existing and proposed locations of all utilities underground and overhead. The consultant will develop a proposed approach to the sizing of the tanks, and establish alignment of the underground utilities. The consultant shall include identified improvements for other existing underground utilities including drainage and communication utilities. This will require close coordination with City Department of Public Works. Coordination with Portsmouth Fire Department, Portsmouth Police Department, and others should be anticipated.

Meetings with City Staff and Field Visits

In addition to those meetings identified elsewhere in the work, meet as needed with the City Department of Public Works and Planning staff to review and discuss project design issues and complete the project in a satisfactory manner. The consultant shall be responsible for recording the events of these meetings and preparing minutes with a summary of action items for distribution. The consultant's project manager shall take the lead in setting project meeting dates with City staff, with all meeting dates to be established well in advance. Conduct field visits as necessary during the design phase.

PHASE II: Preliminary Design: Fueling Station Upgrades

Develop preliminary design plans for the DPW fueling station including tanks, dispenser island, pumps, telemetry, alarms, fire suppression, and all necessary equipment. Plans shall incorporate the recommendations of the Concept/Preliminary Design as well as vehicle flow design, roadbed and pavement types and thicknesses.

Land Survey:

Base mapping shall include full topographic survey and utilities. This survey shall be updated and extended to include the existing fueling station and 100 feet beyond in each direction. The survey shall include all existing buried utilities, public and private. This final survey will become property of the City of Portsmouth and an electronic copy of the survey will be given to the City. The survey must be based on State Plane Coordinates and shall be a vertical datum as agreed upon with the City.

Subsurface Investigations:

Take borings and probes to evaluate the subsurface conditions of the existing area, and make recommendations based on the evaluation for most effective solutions for roadway reconstruction. Subsurface investigations shall sufficient to identify the soil bearing capacity. Frequency of borings and probes will be a minimum of every 100 feet and where refusal is met additional probes at 25 feet on either side of the refusal location will be necessary. Consultant shall recommend additional investigations as necessary including those for establishing the recommended pavement and pavement subgrade design. Soil samples will also be

necessary to determine any contamination and remediation needs.

Permitting

In this phase of work, the consultant shall identify all necessary local, state and federal permits needed for this project as well as the intended schedule for permit submittal, review, and approval.

Preliminary Design Plans & Opinion of Cost

Based on input received from City staff, develop preliminary design plans for the reconstruction of the DPW fueling station area. The preliminary plan shall address grade, drainage, vehicle flow and conflict points, coordination with utilities to identify work (electric, etc.) and impacts to the surrounding DPW property. Preliminary engineering plans shall be of sufficient quality and size for presentation purposes. Provide an estimate of project cost based on the preliminary design.

Meetings with City Staff and Field Visits

In addition to those meetings identified elsewhere in the work, meet as needed with the City Department of Public Works, Planning staff, and Fire Department as assigned to review and discuss project design issues and complete the project in a satisfactory manner. The consultant shall be responsible for recording the events of these meetings and preparing minutes with a summary of action items for distribution. The consultant's project manager shall take the lead in setting project meeting dates with City staff, with all meeting dates to be established well in advance. Conduct field visits as necessary during the design phase.

Phase III: Final Design: DPW Fueling Station Upgrades

Prepare and deliver final design Plans and Specifications for the Department of Public Works Fueling Station Upgrades in biddable format for construction. Plans shall be provided as two (2) full size (24"x36") and three (3) half size (11"x17") paper documents and in Adobe PDF format. Two (2) specification books shall be provided in bound 8.5"x11" paper version as well as in Adobe PDF format. Final design may include, but not be limited to, permitting, additional subsurface investigations, additional meetings, development of final engineering plans and a project manual (contract and technical specifications), City and state review of documents, and 60% and final opinion of cost. The final schedule for final design and construction will be dependent upon coordination with other City projects.

Submit fueling station plans to the New Hampshire Department of Environmental Services UST and/or AST Program for review. Plans must be reviewed and stamped by a registered Professional Engineer licensed to practice in NH. Plans shall be approved by the NHDES prior to the preparation of the final Plans and Specifications.

Bidding and Construction Administration and Oversight: DPW Fueling Station Upgrades

Bidding coordination with the City of Portsmouth Purchasing Department, pre-bid meeting, preparing addenda, reviewing bids and making a recommendation for award. Construction administration and oversight services may be requested by the City but are not part of this contract.

Testing and Start-Up

Work related to testing, approval, and start-up of all newly installed equipment as well as calibration and startup of dispensers, leak, and level equipment will be necessary as part of the bid documents for the construction contractor.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within four weeks of contract signing. The selected consultant shall be expected to complete final design within six months of contract signing. Certain reasonable allowances for project completion will be allowable in relation to permitting, layout and similar tasks.

CITY ROLE

Public Works staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Public Works and Planning Departments will review plans and other documents prepared by the consultant. Printing and mailing costs associated with communications (surveys and meeting announcements) shall be the City's responsibility.

The following information is available for the Consultant's use in development of their proposal:

- Above Ground Storage Tank #5 Biodiesel Fuel Project Schematic - 2007

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the above required elements as section headings:

- A. Firm Description- provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.
- B. Project Team- Provide names and resumes of key 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. A list of past relevant projects, which proposed project staff have played a central role in developing, shall also be provided. The teams experience working together on the same projects shall be highlighted. The individual(s) responsible for leading neighborhood meetings shall be clearly identified.
- C. Statement of project understanding- The consultant shall state in succinct terms their understanding of what is required by this Request for Proposal.
- D. 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; however, the consultant shall not delete any requested scope tasks unless explicitly noted. The Consultant shall submit a schedule for completing the scope of work for design.
- E. Man-Hour Level of Effort: Provide a proposed man-hour level of effort for the PHASE I: **Concept/Preliminary Design: Aboveground v. Underground Storage Tanks**, PHASE II: **Preliminary Design: DPW Fueling Station Upgrades**, and PHASE III: **Final Design: DPW Fueling Station Upgrade** 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 all the total man-hours to complete the project. The man-hour summary shall include all in-house man-hours for the primary firm (and any teamed firms). The man-hour level of effort does not need to include the man-hours for sub-consultants or sub-contractors.

Please provide a list of proposed subcontracted services (e.g. survey, geotechnical, licensed plumber, etc.). Do not include any fee associated with the level of effort in the proposal.

- F. In a separate envelop labeled "Price Proposal RFP #15-21" provide a total project cost stated as a total not to exceed fee. Include assumed hours per task, hourly rates for project staff and labor multiplier. Only the highest ranked firm based on qualifications and interviews will have the price proposal opened.
- G. Three (3) references, including current contact name and phone number for similar projects. If possible, include references to previous projects where the proposed team executed the work.

Five paper (5) copies of the proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions. Proposer shall include a single electronic PDF copy of their proposal on a flash drive or CD (no Price Proposal).

EVALUATION CRITERIA

Proposals will be evaluated initially according to the following:

1. Responsiveness to submission requirements. 15 points
2. Qualifications of firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager to lead effective public meetings and proactively complete all project tasks and the project teams' past experience working together. 30 points
3. Previous related work with particular preference toward similar type of project. 30 points
4. Understanding of required project work, approach and schedule. 25 points

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.

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 negotiate directly with the firm(s) selected for additional project work including construction administration services, and/or additional project engineering and design services at the hourly rates shown in the proposal submitted in response to this RFP.

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the 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 FOR SERVICES

Upon selection, the highest ranking firm will be invited to enter into contract negotiations with the City. The contract format will be a labor multiplier (including fixed fee) with not to exceed maximum price. 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. The Contractor will be required to maintain commercial, automobile and professional liability insurance in commercially reasonable amounts. Contractor will be required to indemnify the City for Contractor's negligent acts in performance of the Contract. The City will not indemnify the contractor or subcontractors. 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 Zachary Cronin, Assistant City Engineer, Public Works Department at (603) 610-7304 or zmcronin@cityofportsmouth.com.