

RFP # 15-24
REQUEST FOR PROPOSALS
CITY OF PORTSMOUTH, NH
DEPARTMENT OF PUBLIC WORKS

PROFESSIONAL LAND SURVEYING SERVICES
EDMOND AND WOODBURY

Sealed Requests for Proposals, plainly marked “RFP #15-24 Professional Land Surveying Services - Edmond and Woodbury” on the outside of the mailing envelope, addressed to the Finance/Purchasing Department 3rd floor, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **2:00 p.m. on October 12, 2023.**

SCOPE OF WORK: The City of Portsmouth’s Department of Public Works is requesting proposals from qualified firms for the following project:

The project consists of providing Land Surveying services on three adjacent City roads. On Woodbury Avenue from Farm Lane to I-95 overpass; on Edmond Avenue from Woodbury Avenue to Maplewood Avenue, and Rockingham Avenue from Woodbury Avenue to Route 4. The surveyor will be required to provide Right-of-Way, Structure, Utility and Topographic and Boundary survey.

Request for Proposal forms may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com/finance/purchasing.htm. Written questions addressed to purchasing@cityofportsmouth.com are due by **October 3, 2023 @ 4:30 p.m.** Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website by **October 5, 2023 @ 4:30 p.m.** 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.

Requests for additional information should be emailed to purchasing@cityofportsmouth.com.

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FUNDING

This project is funded with Bonded funds (See Appendix 1).

SCOPE

The project consists of providing Land Surveying services on three adjacent City roads. On Woodbury Avenue from Farm Lane to I-95 overpass; on Edmond Avenue from Woodbury Avenue to Maplewood Avenue, and Rockingham Avenue from Woodbury Avenue to Route 4.

The surveyor will be required to provide Right-of-Way, Structure, Utility, Topographic and Boundary survey, which varies by location (see Exhibit 1). The survey shall be prepared by a licensed New Hampshire Land Surveyor and shall be provided in the manner defined under “Deliverables”. The Land Surveyor shall coordinate with the appropriate utility companies to verify the existing utilities. The survey shall include, but not be limited to, the following requirements:

1. Locate all property lines (R.O.W.) and easements within the survey limits. Survey shall extend approximately 20’ beyond the City Right-of-Way.
2. Contours at one-foot intervals.
3. Scale 1”=20’
4. Drainage structures, pipes, invert elevations, manholes, drop inlets, pipe outlets and drainage channels.
5. Locate all buildings and structures (minimum of roadside face of structure at corners).
6. Spot Elevations at:
 - a. Corners and entrances to buildings
 - b. All site features.
 - c. Top and bottom of walls and steps (every 25’)
 - d. Top and bottom of curb (every 25’)
 - e. Road centerline and edge
 - f. Trees over 2” in caliper (indicate by type and caliper)
 - g. Pedestrian/vehicular curb ramps
7. Underground Utilities (i.e. gas, water, sewer, electric, communications) including all pipe sizes, material, inverts, rim elevations and valve boxes.

8. Aerial Utilities including all utility poles, light poles, electrical cabinets, overhead wires, etc.
9. Locate and label all waterways within the project limits.
10. Rock outcrops and stone walls.
11. All guardrails, bollards, fences, gates, signs and inground site features.
12. Wooded areas.
13. Wetland delineation markers.
14. Provide temporary benchmarks at 200' intervals, minimum.
15. Maps to be done in digital form (AutoCAD .dwg 2018) in New Hampshire State Plane Coordinate System
16. Control points used to establish the survey must be included in the digital form of the drawing.

Deliverables:

1. Maps showing the Right-Of-Way line, structures, topography data, and all of the above, plotted on 22"x34" paper copies including, north arrow, legend, and scale (both written and graphic) on the Surveyor's title block and border. Hard copy to be stamped by the licensed Land Surveyor.
2. Digital version of the paper copies in .pdf format copy shall be provided via e-mail (or file transfer) at full size. File will be generated from AutoCAD and not a scan of the paper copies.
3. Digital copy of the survey in AutoCAD format (.dwg) 2018. Digital copy shall be provided via e-mail (or file transfer) with the survey at 1:1 in model space. Original spot shots including point, description and elevation information shall be included.
4. Deadline for submission of deliverables **January 12, 2024**.

Project Schedule:

Contract signing is anticipated to take place within two (2) weeks following selection of successful firm. The selected consultant shall be expected to begin work within two (2) weeks of contract signing.

Deadline for Field Work **December 8, 2023**.

PROPOSAL REQUIREMENTS

This RFP is intended to provide interested Consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this RFP, and should adhere to the following format:

1. A brief understanding of project objectives and the scope of work. This shall include a proposed work schedule for the survey work, in a time of duration format.
2. Compensation for Consultant services shall be presented in a Lump Sum format for the entire project, which shall include all direct and indirect costs (ie. overhead, travel, expenses, etc.). A consultant fee schedule should also be provided. Schedule of payments shall be made in the form of invoices, payable on a monthly basis, based on the approximate percent of project completion.
3. All proposals should include a statement by the proposer concerning professional liability for negligent acts, errors and omissions and any other insurance coverage that would protect the City of Portsmouth from loss or harm should the proposal be accepted.
4. A duly authorized official of the proposer should sign each proposal. The proposal should also state that it is valid for at least 1 year from the date of submission.

EVALUATION CRITERIA

The City of Portsmouth reserves the right, and at its sole discretion exercise, the follow rights and options with respect to this Request for Proposal:

1. To reject any and all proposals;
2. To issue additional solicitations for proposals and/or amendments to the RFP;
3. To waive any irregularities in proposals received after notification to proposers affected;
4. To select any proposal as the basis of negotiations of a contract, and to negotiate with proposers for amendments or other modifications to their proposals;
5. To conduct investigations with respect to the qualifications of each proposer;
6. To exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals, and the negotiation and award of any contract;
7. To enter into an agreement for only portions, or not to enter into an agreement for any, of the services contemplated by the proposals;
8. To select the proposal that best satisfies the interests of the City and not necessarily on the basis of price or any other single factor.

If the City of Portsmouth selects a proposal, a formal written contract shall be entered into between the City and the successful proposer. The proposal or any part thereof, submitted by the successful proposer, may be attached or become part of the contract. The contract shall not become binding until signed by both parties and approved by the City Manager.

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.

ADDITIONAL INFORMATION

Requests for additional information should be directed to purchasing@cityofportsmouth.com.

APPENDIX 1

CONTRACT AND GRANT TERMS AND CONITIONS

This purchase will be funded in whole or in part by the following grant funds provided by the New Hampshire Department of Environmental Services:

- City of Portsmouth Bonded Funds

Vendor must be prepared to comply in all respects with the following contract provisions.

INDEMNIFICATION OF OWNER

Contractor shall defend, indemnify and hold harmless Portsmouth, and its agents, officials and employees from and against any and all claims, actions, damages and losses incurred by Portsmouth arising out of or relating to Contractor's negligence or breach of its obligations or warranties set forth in this Agreement, except to the extent such claims, actions, damages or losses are caused by the negligent acts or omissions of Portsmouth.

NONDISCRIMINATION

Any entity that enters a contact for goods or services with the City of Portsmouth or any of its boards, agencies and departments and any recipient of city funds shall:

Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting, or demoting, matters of compensation, or any other employment-related decision or benefit on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.

Not discriminate in the performance of the contract on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, ender expression, or marital or familial status.