

**RFP #16-21
REQUEST FOR PROPOSALS**

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

PROFESSIONAL DESIGN ENGINEERING SERVICES

UNION STREET AND WILLARD AVE AREA RECONSTRUCTION

Sealed Requests for Proposals, plainly marked “RFP #16-21 Professional Design Engineering Services for Union Street and Willard Ave Area Reconstruction” 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. on December 17, 2020.

SCOPE OF WORK

The City of Portsmouth’s Department of Public Works is requesting proposals from qualified firms to provide design engineering services for streetscape, underground utilities and roadway reconstruction for Union Street and Willard Ave Area. The project area includes Union Street beginning at State Street and ending at Middle Street, a section of State Street between Union Street and Cabot Street, Austin Street and Coffin’s Court between Union and Cabot, Willard Ave from Lafayette Road to Marston Ave, Orchard Street from Willard Ave to Wibird Street, and Ash Street from Willard Ave to Orchard Street. The project includes the evaluation, design, and replacement of various underground utilities and roadway reconstruction. The streetscape design may include modified curb alignments, reduced curb cuts, crosswalk design, sidewalks, improved intersections and other traffic calming measures. Utility design will include the design of potable water, sanitary sewer, storm drainage improvements, sewer separation and utility corridor coordination for gas, communications, electrical and other utilities.

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>. Addenda to this proposal, 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.

If you have any questions please contact the Finance/Purchasing Department at the following number: (603) 610-7227.

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FUNDING

This project is funded by the City’s Water and Sewer Enterprise Funds and the General Fund.

MANDATORY PRE-PROPOSAL MEETING

There will be a **mandatory pre-proposal meeting on December 1, 2020 at 2:00 p.m.** at Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH in the Training/Conference Room. Firms 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. Attendees are welcome to tour the proposed locations independently following the meeting.

PROJECT BACKGROUND/PURPOSE

This area was identified for sewer separation as part of the City’s Long Term Control Plan to minimize combined sewer overflows. The Union Street portion of this project is required to be completed by the Supplemental Compliance Plan to the City’s Consent Decree with the Environmental Protection Agency by October 2023. The Willard Avenue Area has ongoing issues with transient sewage odors due to the connection between the drainage and sewer systems. The City intends to incorporate into the sewer separation project full utility and roadway reconstruction. Consultant should be familiar with the Portsmouth Complete Street Design Guidelines available on the City’s website.

SCOPE OF WORK

The project areas include the following: Union Street beginning at State Street and ending at Middle Street, a section of State Street between Union Street and Cabot Street, Austin Street and Coffin’s Court between Union and Cabot; and Willard Ave from Lafayette Road to Marston Ave, Orchard Street from Willard Ave to Wibird Street, and Ash Street from Willard Ave to Orchard Street. The scope of work will include engineering evaluations and design for replacement of water, sewer, storm drain infrastructure, and sewer separation. For the Union Street area scope, a potential sewer and drain connection at Miller Avenue, develop a new alignment for the existing back lot connections to cross country sewer and coordination with other above ground and buried utilities (i.e. power, telecommunications, gas, etc.).

The project areas are depicted in **Figure 1** and **Figure 2**.

TASKS TO BE COMPLETED UNDER THE PRELIMINARY DESIGN (BASIS OF MANHOUR LEVEL OF EFFORT)

Land Survey

Perform a survey extending approximately 25 feet beyond the ROW on either side of the project areas including, but not limited to, Union Street, Middle Street, Willard Ave, Orchard Street, and Ash Street or to the fronts of all buildings as appropriate. In some areas, there will be a need to relocate back of lot cross country sewers and additional survey detail will be required in these locations. Intersections shall be surveyed 100 feet from the edge of pavement of Union Street, Middle Street, Willard Ave, Orchard Street, and Ash Street. Middle Street from the intersection of Union Street, to the intersection of Miller Avenue shall be included in the survey. Surveyor shall define the right of way and locate property monuments along the corridor. This 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 NH State Plane Coordinate System (NAD 1983) and vertical datum shall be on NAVD 1988. The coordinates shall be established using survey grade GPS or by tying into NHDOT or City of Portsmouth control monuments. Verify that the survey is accurate and update as needed.

Subsurface Investigations

Take borings and probes throughout the project areas to evaluate the subsurface conditions of the existing roadway, and make recommendations based on the evaluation for most effective solutions for roadway rehabilitation, pavement cross section design, and utility locations. Depth of borings shall be 1.5 times the depth of the deepest utility. Frequency of borings and probes will be a minimum of every 100 feet and where refusal is met additional probes at 25 feet on side of the refusal location will be necessary. Consultant shall develop a plan for subsurface investigation that includes type, depth, location, and frequency of investigations.

Tree Assessment

Project team must identify potential impacts to existing trees. Consultant will work with the City's arborist to identify/assess existing tree species and health. Once final design is 60% complete the Consultant will present to the City's Tree and Greeneries Committee to summarize tree impacts and identify street trees for removal. Consultant will work with City Arborist and Tree and Greeneries Committee to make recommendations for specific locations and species of new street trees.

Survey of On-Street Parking

Consultant shall conduct an on-street parking investigation, with input from the City, to document current and future parking needs within project areas.

Special Sewer Evaluations

The existing buildings fronting Middle Street have back lot connections to a cross country sewer. The Consultant shall evaluate options for redirecting these connections to maintain laterals on the owner's property or make alternate recommendations for these circumstances.

Consultant shall develop design alternatives and cost estimates in order to achieve sewer and storm drain separation for the project areas. For Union Street, there was a previous conceptual evaluation performed for this basin that suggested a new drainage pipe be constructed from the low point on Union Street along Middle Street to intersection with Miller Avenue. This recommendation shall be included as one of the options.

Utilities Upgrade and Coordination

Consultant shall evaluate improvements required for the existing underground and overhead utilities including water, sewer, drainage, natural gas, communications and electric utilities. Consultant shall develop a conceptual plan for utilities in close coordination with City Department of Public Works, Eversource, Comcast, Unitol, Fairpoint, and others as necessary. The conceptual plan will include the existing and proposed locations for utility corridors of all utilities underground and overhead.

Meetings with City Staff and Committees

Meet, as needed, with City Staff as assigned to review and discuss project design issues and complete the project in a satisfactory manner. Consultant shall be responsible for recording the events of these meetings and preparing minutes with a summary of action items for distribution. This task shall include up to six meetings (total of 6 with public committees (e.g. Parking, Traffic and Safety Committee, Trees and Greenery Committee, etc.). The Consultant's project manager shall take the lead in setting project meeting dates with City staff and the neighborhood, with all meeting dates to be established well in advance. Consultant shall conduct as many meetings with City Staff as needed to properly and efficiently conduct the work.

Field Visits

Conduct field visits as necessary during the design phase.

Permitting

The consultant will coordinate and prepare all requisite permit applications to support streetscape and utility improvements. Depending on the square footage of the disturbed area and location of impact, permits and approvals required for this project may include State Wetland Permits and Alteration of Terrain which may include coordination with the NH Division of Historical Resources and the NH Natural Heritage Bureau.

This area of the City is within the Local Historic District and was listed in the National Register of Historic Places in June 2017. The consultant may need to coordinate with the NH Division of Historical Resources and the NH Natural Heritage Bureau. The consultant will need to submit on behalf of the City a Request for Project Review to the NH Division of Historical Resources as required under Section 106 of the National Historic Preservation Act of 1966. Any additional phases of archaeological work, Phase 1A and 1B, will be determined based on the review and will be included in the final design phase of work.

Public Meetings and Conceptual Plan

The following is a proposed approach to the public outreach for this project. Separate meetings shall be held for each project area: Union Street Area and Willard Avenue Area. The consultant can make changes to this approach but should clearly identify deviations in the submittal.

Initial Public Meeting: The consultant shall lead public meetings for residents and businesses along the project area. The initial meeting will identify concerns of residents and project abutters and explain the design process. A plan of existing conditions and recommended proposed changes to Union Street, Willard Ave, Orchard Street, and Ash Street (using City GIS information) of sufficient size and quality for public presentation purposes shall be used for these meetings.

Conceptual Plan: Incorporating input from City staff, available engineering studies, and public kickoff meeting(s), develop a color graphic conceptual design plan of proposed improvements of sufficient quality and size for public presentation purposes. The plan should include information about roadway modifications, on-street parking supply (by block) as well as landscape treatments such as street trees, sidewalks, curbing, drainage improvements, etc.

At conceptual design level establish design criteria for water, sewer, and drainage utilities. Determine location, pipe type, required connections, and schematics. Water main size to be based on the City's latest Water Master Plan. Determine lateral extent of the sewer and location of all connections to accomplish sewer separation.

Second Public Meeting: A second public meeting will be held once the conceptual plan is completed. The consultant will present the streetscape concepts with the goal of using the feedback to refine the conceptual plan and develop the preliminary design.

For all meetings the consultant shall be responsible for recording the events of the meeting and site visit with the neighborhood. Special attention shall be made to ensure business and resident concerns are

recorded with name, address and specific comments and/or concerns noted. The consultant will provide a means of soliciting input from residents and abutters not comfortable with speaking in a public setting. The meeting's notes shall be finalized in coordination with City representatives and be made available to stakeholders using the City's website.

Development of Preliminary Design Plans & Opinion of Cost

Based on input received from City staff, Committees and Boards, neighborhood residents and project abutters, develop preliminary design plans for the proposed improvements and reconstruction. Consultant shall also, after coordination with the Trees and Greenery Committee, specify species and locations for new street trees which take into account aesthetics, infrastructure conflicts (possibly including targeted future pedestrian scale lighting) and abutter input. Consultant shall provide an estimate of project cost based on the preliminary design.

The preliminary plan shall address grade, drainage design, waterline design, sewer design, sewer separation, coordination with utilities to identify work (e.g. gas, telecom, electricity, etc.), streetscape, parking and transportation design, opinion on project cost, impacts to abutters and any additional ROW or easements needed to construct the project.

Consultant must receive written City approval on the preliminary design plans prior to proceeding to final design.

FINAL DESIGN PLANS AND SPECIFICATIONS (DO NOT INCLUDE IN MANHOUR LEVEL OF EFFORT)

Based on input received from City staff, Committees, and Boards, neighborhood residents and project abutters, develop final design plans, specifications and revised final cost estimates for the proposed improvements. Consultant shall present final plans, specifications and opinion of cost for final review and approval by City staff and make any needed revisions following that review. Consultant shall make project phasing recommendations and traffic control plans for the construction of the planned improvements.

Engineer shall use a plan scale appropriate for the level of work but should anticipate a scale of 1" = 20' and a profile scale of 1" = 4'. Plan and profile information is to be on the same sheets. Cross-sections are to be on their own sheet. All property owners of record, based on City of Portsmouth Tax Assessor's information, shall be shown with book and page. Addresses shall also be shown. Plans shall exhibit a graphic scale.

Consultant shall submit electronic and three paper original construction plans, final project cost estimate, and project manual (contract and technical specifications), for solicitation of construction bids. A Professional Engineer licensed in the State of New Hampshire shall stamp all plans. Media shall be in a format compatible with AutoCAD or ESRI software (that is, DWG, DXF, shape file, personal geodatabase, or ARC/INFO export format E00), with layout in accordance with City designated standards. Files shall be geo-referenced to NH State Plane Coordinates and shall be expressed in feet.

The City reserves the right to separate the Union Street area and the Willard Street areas (Figure 1 and Figure 2 respectively) into two separate construction projects.

BIDDING AND CONSTRUCTION SERVICES (DO NOT INCLUDE IN MANHOUR LEVEL OF EFFORT)

Bidding and construction phase administration and oversight services may be requested by the City, but are not currently part of this contract.

PROJECT SCHEDULE

The selected Consultant shall be expected to begin work within four (4) weeks of contract signing. Certain reasonable allowances for project completion will be allowable in relation to permitting, layout and similar tasks. Provide a proposed project schedule for the work from contract signing to the completion of final design.

CITY'S ROLE

Department of Public Works staff will be responsible for administering the project and overseeing the Consultant's work on this project. Representatives of the City's Department of Public Works and Planning Departments will review plans and other documents prepared by the Consultant. Printing (black and white) and mailing costs associated with neighborhood 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:

- 2006 digitized vector data in ACAD/ESRI format - Data includes edge of pavement, parcels, building footprint, driveway cutouts, water, sewer, and drainage, etc.
- City of Portsmouth Orthophotos from 2006
- NH DOT Orthophotos from 2020
- 2013 Water System Master Plan at:
http://files.cityofportsmouth.com/publicworks/Portsmouth_WaterSystem_MasterPlan_2013.pdf
- As-built record drawings of the utilities surrounding 211 Union Street from 2018.
- As-built record drawings of the utilities from the Lincoln Area Sewer Separation Contract 3C – Data includes intersections of Willard and Marston Ave, the intersection of Wibird and Orchard, and the intersection of Park Street and Orchard, constructed in 2014
- 2003 Preliminary Design Drawings for the Lincoln Ave Area Sewer Separation

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 be also provided. The individual(s) responsible for leading neighborhood

meetings shall be clearly identified. The teams experience working together on the same projects shall be highlighted.

- C) Statement of project understanding- Consultant shall state in succinct terms their understanding of what is required by this Request for Proposal.
- D) Approach and 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 man-hour level of effort for the Preliminary Design 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-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 envelope labeled "**Price Proposal RFP #16-21**" 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.
- G) Three (3) references, including current contact name and phone number for similar projects.

Five paper (5) copies of the proposal must be submitted. Firms are encouraged to avoid the use of synthetic report covers and partitions. Include a single electronic PDF copy of the proposal (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 - 30 points
4. Understanding and Approach of required project work 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. 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. If the City is unable to reach agreement with the highest ranking firm, the City will enter into negotiations with the next highest ranking firm.

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.

ADDITIONAL INFORMATION

Requests for additional information should be directed to Zachary Cronin, Portsmouth Department of Public Works at (603) 610-7304.