

**CITY OF PORTSMOUTH, NH
COMMUNITY DEVELOPMENT DEPARTMENT**

RFP #18-07

**REQUEST FOR PROPOSALS
DESIGN & ENGINEERING SERVICES
AFRICAN BURIAL GROUND
MEMORIAL AND COMMEMORATIVE PARK**

Sealed Request for Proposals, plainly marked RFP #18-07, "African Burial Ground Memorial and Commemorative Park," 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 **1:30 p.m. on Thursday, December 14, 2006** at which time all proposals will be publicly opened.

SCOPE OF WORK: The City of Portsmouth is requesting proposals from qualified firms for the following project:

For engineering and design services for a Memorial and Commemorative Park to honor an 18th Century burial ground at Chestnut Street for African descendants. The Memorial and Commemorative Park will memorialize those buried at this site and commemorate the history of African descendants living in Portsmouth.

Consultants are required to visit the Chestnut Street project area shown in Attachment A prior to submitting a proposal to familiarize themselves with the project site. There will be a **mandatory pre-proposal meeting on Thursday, November 30, 2006 at 10:00 a.m.** at City Hall, 1 Junkins Avenue, Portsmouth, NH in Conference Room A. 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.

The consultant will be expected to work cooperatively with the City and the community in all stages of plan development. The consultant will lead a series of public meetings about the community's vision and ideas for the memorial and commemorative park. The firm will also provide engineering services, design plans and construction documents including technical specifications.

Specifications and Request for Proposal forms may be obtained from the Finance/Purchasing Department on the third floor at the above address or by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com. **Please continue below for the complete request for proposal.**

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.

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

PROJECT BACKGROUND AND PURPOSE

In October 2003, City contractors discovered a series of coffins near the intersection of Court and Chestnut Streets in Portsmouth, New Hampshire while carrying out infrastructure upgrades. Subsequent excavations were directed by Dr. Kathleen Wheeler of Independent Archaeological Consulting, LLC in conjunction with State Archaeologist Dr. Richard Boisvert. A total of thirteen coffins were found at the site, however, only eight were removed from the site. Archaeological, historical and scientific protocols were followed throughout this process. Since that time, a team of researchers has analyzed the historic records, artifacts, skeletal remains and DNA samples. The findings of the combined research support the interpretation that this location was the “Negro Burying Ground” shown on a 1705 City Map.

The community has determined, along with the State Archaeologist, that the best way to honor the remains disturbed in 2003 is to provide for their re-interment at this location and create a memorial and commemorative park.

In August of 2004, the Mayor and City Council appointed the African Burial Committee. The Committee considered a number of options available to honor the recovered, as well as still buried, remains for the creation of a fitting memorial on Chestnut Street. In April 2005, the committee unanimously recommended a site configuration for a fitting memorial, which was accepted by the City Council. The site configuration requires a partial closure of Chestnut Street, the elimination of all on-street parking, and the creation of space for re-interment of the human remains that were removed in 2003 in the westerly portion of Chestnut Street. The south end of Chestnut Street at Court Street will be closed.

SCOPE OF WORK

The consultant's role will be to carry out the scope of work described below. The consultant may modify the desired scope of work presented below if, based on their professional expertise and knowledge, they can provide an approach that will more effectively address the goals of this project.

Community Development staff will be responsible for administering the contract and overseeing the consultant's work on this project. The consultant is expected to meet, as needed, with the City, including representatives from the African Burial Committee and the Legal, Public Works, and Community Development Departments.

In addition to meeting with city staff and representatives of the African Burial Committee as needed, the consultant shall attend at least two public meetings in order to collect input on design plans and feedback on conceptual drawings. The African Burial Committee may hold additional public meetings and report feedback to the consultant. Additional meetings beyond the scope of work shall be billed at hourly rates to be provided in the proposal submittal.

Task 1

Participate in an orientation meeting with City Staff, the State Archaeologist, representatives from the African Burial Committee, the City’s archaeological consultants and others as appropriate to discuss project schedule.

Task 2

The consultant shall perform a review of available historical information, reports and literature in order to gain an understanding of the African Burial Ground’s historical and cultural significance,

especially with regard to Portsmouth in the 18th and early 19th centuries, African descendants in Portsmouth, and the October 2003 archaeological discovery in Portsmouth at Chestnut and Court Streets (please refer to the Additional Information section of this RFP). The consultant will be encouraged to work with the archaeological firm retained by the City that directed the excavations and carried out related research.

Task 3

Review and analyze existing information including site conditions and information relevant to the project site including, topography, site features, and utilities. Perform a survey of the existing conditions showing elevations, observable site features, existing sidewalks, driveway openings, and utilities (including underground and above ground) as needed to insure successful project completion.

Task 4

Prepare an Existing Conditions Plan (at a scale of 1" = 20') which depicts elevations, observable site features, existing sidewalks, driveway openings, utilities (including underground and above ground), and various site features as needed to insure successful project completion. The 50 scale topographic maps developed by the City in the May 2005 aerial mapping shall be used as a base. Digital base map data will be provided by the City upon request.

Task 5

Convene a meeting with the City and African Burial Ground Committee. Provide needed visual aids including a sketch of the project area and existing conditions to facilitate discussion on the development of the memorial and commemorative park. Materials shall be of sufficient quality and size for public review.

Task 6

Convene a public forum with interested community members to discuss and collect input regarding the community's vision and ideas for the memorial and commemorative park.

Task 7

Develop a draft conceptual plan(s) for the memorial and commemorative park based on input in Task 5 and 6. The consultant shall work with the City to determine the type and number of design alternatives that should be developed as part of this task. A preliminary opinion of cost shall be provided with the concept plan(s).

Task 8

Convene a public forum with interested community members to discuss and collect input regarding the conceptual plan(s). Conceptual plans and other visual aids shall be provided as needed for the purposes of community review and input.

Task 9

Upon written approval of the City to proceed, the firm shall develop preliminary engineering and design plans of sufficient detail for use in obtaining necessary local land use regulatory approvals.

Task 10

Develop 100% final design plans and technical specifications. Final design plans shall include interpretative and wayfinding signage. Opinions of cost shall be supplied with the final plan submission. Final design plans shall be reproducible and at a level of detail that can be used for solicitation of construction bids.

Task 11

Provide detailed construction layout services to insure proper execution of final design plans.

Task 12

Provide construction oversight to insure proper and accurate execution of the final design plans by the City's construction contractor. A unit cost shall be provided for this item. The City may choose to not contract for this item.

Design Requirements

The space available for the memorial and commemorative park has been established by the City Council and the City's Blue Ribbon African Burial Committee. No proposal to increase or decrease the project area available will be considered. The following parameters exist for the development of the project area:

1. The space available for the memorial and commemorative park is shown in Attachment B.
2. The location for the re-interment of the human remains removed in October 2003, as provided for in State law, shall be identified by the State Archaeologist.
3. No proposal for the site will be considered which calls for disturbance of additional human remains in this area.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all project work, with the exception of construction layout and construction oversight (if applicable) services, by March 30, 2007.

CITY ROLE

Community Development staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Community Development, Public Works and Legal Departments will review plans and other documents prepared by the consultant.

The City will be responsible for notifying community members of the meetings, which will include mailing costs.

The following information is available for the consultant's review at the Community Development Department, 1 Junkins Avenue, Portsmouth, NH from 8:00 a.m. to 4:30 p.m. Monday through Friday.

- 1994 Digitized Vector Data in ACAD/ESRI Format.
- Orthophotos from 2000, 2003 and 2005.
- City of Portsmouth General Specifications in Microsoft Word.

SUBMITTAL REQUIREMENTS

Proposals shall include the following elements in the order set forth below:

- History of the firm.
- Descriptions of relevant previous projects which key project staff have played a central role in developing.
- Description of project understanding.
- Scope of work.
- Project schedule.
- Names and qualifications of specific project staff that will play the primary roles in this project.
- Project budget, a **total project cost stated as a firm fixed fee**, and hourly rates for project staff. A unit cost shall be provided for Task 12.
- Three (3) references, including current contact name and phone number for similar project.
- Five (6) copies of the proposal must be submitted.

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EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements.
2. Qualifications of firm and project team members.
3. Previous related work.
4. Previous experience with public presentations and public meeting facilitation.
5. Attentiveness and thoroughness of understanding of project purpose and issues.
6. Proposal Price.

The City, at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews.

The City reserves the right to undertake such investigation as it deems necessary to verify qualifications.

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.

The City reserves the right to negotiate directly with the firm(s) selected for additional project work such as construction administration services, or additional project engineering and design services.

CONTRACT DOCUMENT

Upon selection, the successful Consultant will be sent a contract for execution. 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

Archaeological Excavations at the Portsmouth African Burial Ground (27-RK-384), Chestnut and Court Streets, Portsmouth (Rockingham County), New Hampshire October 2003”. Independent Archaeological Consultants, LLC Preliminary Report, December 2, 2005. See the report’s section on “References”.

Requests for additional information should be directed to David Moore, Community Development Program Manager at (603) 610-7226.

INSURANCE REQUIREMENTS

Insurance shall be in such form as will protect the Consultant from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

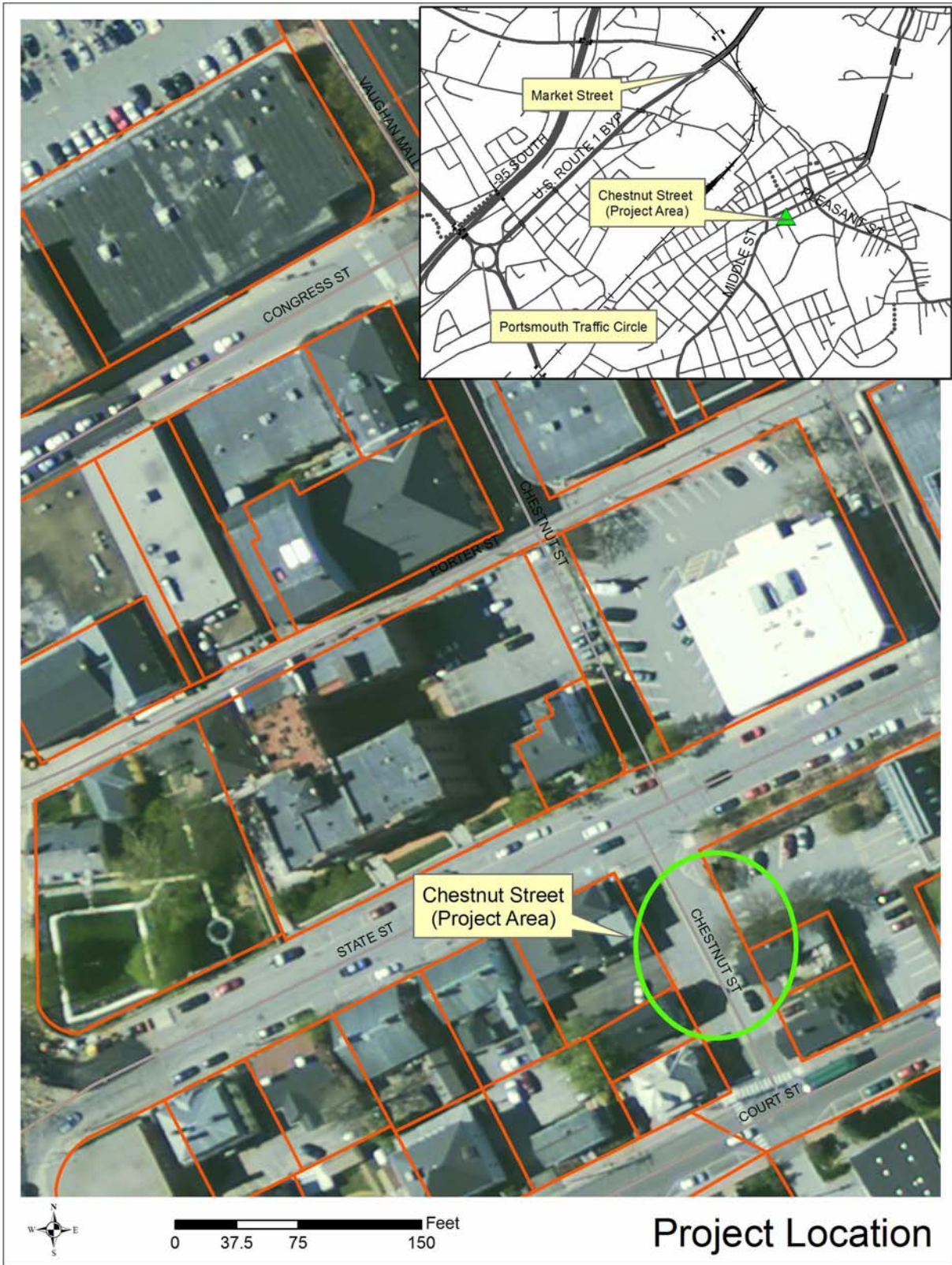
Evidence of Insurance

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies are in force for the specified period. The Consultant shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth, New Hampshire at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

Indemnification

The Consultant agrees to pay on behalf of and hold harmless the City of Portsmouth for all claims arising in whole or in part from its work on behalf of the City.

**ATTACHMENT A
PROJECT LOCATION**



Project Location

**ATTACHMENT B
PROJECT AREA**

