

RFP # 20-08

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

**RFP # 20-08
REQUEST FOR PROPOSALS**

ENGINEERING & DESIGN SERVICES

SAGAMORE AVENUE SOUTH SEWER EXTENSION

Sealed Request for Proposals, plainly marked RFP # 20-08, "Engineering & Design Services, Sagamore Avenue South Sewer Extension" 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 November 14, 2007.

SCOPE OF WORK: The City of Portsmouth's Department of Public Works is requesting proposals from consulting engineering firms who are on NHDES roster of pre-qualified consulting engineers for the following project: To provide design engineering and construction services for the extension of sewerage service to the Sagamore Avenue South area of the City.

There will be a **mandatory pre-proposal meeting on October 30, 2007 at 9:00 a.m.** at the Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH. All firms will have the opportunity to ask questions and tour the area at this meeting.

The complete Request for Proposal document may be obtained from the Finance/Purchasing Department on the third floor at the above address, by calling the Purchasing Coordinator at 603-610-7227, or from our website 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 Purchasing Coordinator at the following number: (603) 610-7227 or Peter Rice at (603) 766-1416.

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FUNDING

The design portion of this project will be funded by sewer revenues.

MANDATORY PRE-PROPOSAL MEETING

There will be a **mandatory pre-proposal meeting on October 30, 2007 at 9:00 a.m.** at the Department of Public Works 680 Peverly Hill Road, Portsmouth, NH. All firms will have an opportunity to ask questions and tour the area at this meeting.

PROJECT BACKGROUND/PURPOSE

Through sanitary surveys a number of businesses in the area have been identified as having failed septic systems which are impacting water quality. Given the difficult soil conditions and the lack of available space the affected property owners have requested the extension of sewerage service to eliminate this problem. In addition, the New Hampshire Department of Environmental Services (NHDES) has identified the Sagamore Creek in their recently completed Total Maximum Daily Load for Little Harbor.

A preliminary design report was prepared by Altus Engineers Inc. in which a number of options were evaluated to provide sewerage to the area. However, the alternatives investigated did not include low pressure sewer.

SCOPE OF WORK

The scope of work shall be sufficient to address the following:

- Evaluation of feasible alternatives to provide sewer service to this area of the City. This will include a letter report which will fulfill State Revolving Fund and State Aid Grant requirements.

- Prepare design drawings and specifications for the construction of selected sewerage system to the Sagamore Avenue South.
- Prepare and submit necessary permits for completion of this project.
- Attend public informational meeting to review project with impacted property owners.
- Submit the 100% design to the NHDES for review and approval to bid.

Project Deliverables shall include, at a minimum, the following:

1. Preliminary Design Letter Report
2. Three (3) sets of 75% Design Plans for City review and comment.
3. Four (4) sets of 100% Design Plans, Specifications, and Necessary Forms for NHDES to review and comment.
4. Provide one (1) unbound reproducible copy and a Digital copy of the approved design plans and specifications to the City.
5. Consultant's opinion of probable construction costs based on the 100% Design.

The Consultant shall include in their scope of work the number of site visits and/or meetings with the City or NHDES staff necessary to satisfactorily complete the project. The consulting engineering firms must be on the NHDES roster of pre-qualified consulting engineers. The City reserves the right to negotiate directly with the firm selected for additional project work including construction administration services, and/or additional project engineering and design services.

Schedule

Advertise for Request for Proposals	October 15, 2007
Mandatory Pre-proposal Meeting	October 30, 2007
Open Proposals	November 14, 2007
Select Consultant	November 21, 2007
Execute Contract	December 14, 2007

The tentative schedule pending available funding will be to complete the design effort by June 2008 for summer 2008 bid and construction. The City will work with the successful consultant to finalize the schedule.

CITY ROLE

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

The project related information will be available for the Consultant's review after the pre-proposal meeting. This information will be located the Public Works Department, 680 Peverly Hill Road, Portsmouth, NH from 8:00 a.m. to 4:00 p.m. Monday through Friday:

SUBMITTAL REQUIREMENTS

Proposals shall include the following:

- Brief history of the firm.
- Description of relevant previous projects which key project staff have played a central role in developing.
- Scope of work.
- Project schedule, organized by task.
- Names and qualifications of specific project staff that will play the primary role in this project.
- Level of man-hours effort by task.
- Three (3) references, including current contact name and phone number for similar project.
- Four (4) copies of the proposal must be submitted.

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EVALUATION CRITERIA

The City's evaluation criteria is as follows:

1. Knowledge and understanding of the City's wastewater system.
2. Understanding of the project requirements and City's needs.
3. Description of project approach and scope of services to accomplish the project, including firms ability to meet the proposed schedule.
4. Firm qualifications, and experience.
5. Demonstrated ability to provide quality services within agreed upon price and time.
6. Experience of project team and staff who will perform the project.

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. 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.

The City also reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The firm may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.

CONTRACT DOCUMENT

The contract documents shall utilize the NHDES SRF front end. 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

Additional information including digital aerial topography of the area, existing sewer drawings for the area and previous borings of the area will be available for review and copying.

If you have any questions please contact the Purchasing Coordinator at the following number: 603-610-7227 or Peter Rice, P.E., City Engineer, Water and Sewer Divisions at 603-766-1416.