

**City of Portsmouth, New Hampshire
REQUEST FOR QUALIFICATIONS # 22-19**

For

Engineering & Design Services

For the

Prescott Park Master Plan Implementation

Sealed Requests for Qualifications plainly marked "RFP 22-19 Engineering & Design Services for the Prescott Park Master Plan Implementation" 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 Thursday November 8, 2018.

SCOPE OF WORK: The City of Portsmouth is requesting qualifications from firms to provide engineering and design services for the implementation of the Prescott Park Master Plan. The City is looking for a firm to advance preliminary design for the Park as a whole and preliminary and final design for a first phase of improvements. This work is envisioned to begin with an initial contract leading to or including park-wide preliminary design and later contracts for final design for each phase.

The Request for Qualifications document may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com. Addenda to this RFQ, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

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

City of Portsmouth, New Hampshire
REQUEST FOR QUALIFICATIONS # 22-19
For
Engineering & Design Services
For the
Prescott Park Master Plan Implementation

PURPOSE AND BACKGROUND

Following the adoption of the Prescott Park Master Plan (February 2017), the City of Portsmouth is looking to move forward with preliminary design. The City is looking for a firm to advance preliminary design for the Park as a whole and preliminary and final design for a first phase of improvements. This work is envisioned to begin with an initial contract leading to or including park-wide preliminary design and later contracts for final design for each phase. The City intends to establish a long-term relationship to see through the entire project to completion.

The City aims to have work begin soon after contract signature in January 2019. Preliminary design work, phasing, and construction documents and drawings for a first phase of work is anticipated to take place in 2019. The City aims to have a first construction project begin during the 2020 construction season.

Prescott Park is a 10-acre waterfront which lies along the Piscataqua River and adjacent to a residential neighborhood and the City's Central Business District. The Park is a major and beloved public green space and primary waterfront resource in the downtown and includes the land north of Marcy Street between State and Mechanic Street as well as Four Tree Island accessed off of Peirce Island Road.

The Park lies within the City's Historic District as well as the bounds of a district area on the National Register of Historic Places. In addition, the Park has several historic buildings including two-listed on the State Register of Historic Places and a third known as well as the Marine Railway building. The Park has other unique historic and artistic assets such as the Liberty Pole, shield and carved wooden eagle finial as well as several fountains.

The Park is also home to a number of works of outdoor public art and several memorials, which lie amidst gardens, fountains, lit pedestrian paths, and a recently re-constructed concession and

SELECTION CRITERIA

Qualifications will be reviewed and evaluated on the following criteria:

1. Responsiveness to submission requirements. 20 points
2. Qualifications of firm and project team members. 40 points
3. Previous related work and references. 30 points
4. Labor rates of team members. 10 points

SUBMITTAL/STATEMENT OF QUALIFICATIONS

Submittal Package

- Components should appear in the submittal in the order that they are requested below (next section) and clearly labeled using section breaks.
- One original submittal and four (4) copies of the proposal, including attachments, are required. An electronic version shall be submitted with the package on a thumb drive.
- Pages shall be no larger than letter-size (8 1/2 x 11 inches) or, if folded to that dimension 11 x 17 inches, is acceptable. It is acceptable to produce the submittal on both sides of the paper.
- The box or envelope in which the proposals are delivered must be clearly labeled on the outside with the Respondent's name and project RFQ # and title.
- Submittals shall be delivered to the following address before 2:00 p.m. on November 8, 2018: City of Portsmouth, Purchasing Department , 1 Junkins Avenue, Portsmouth NH 03801

Submittal Format for Statement of Qualifications

The Statement of Qualifications shall include the following components (these components should appear in the proposal submittal in the order they appear below). Suggested section labels are provided in bold.

1. **Transmittal Letter** (up to two pages).
2. **Project Team.** List **key** members of the proposed Project Team. Respondents should identify and provide relevant background information for the proposed project manager and the key member or members who will represent the project team in public forums and meetings. For each member represented, include:
 - a. Team Member Name and Firm affiliation
 - b. Area of specialty
 - c. Specific involvement/role in projects used as references

- d. Office location
 - e. Total years of experience
 - f. Years with current firm
3. **Statement of Understanding and Outline of Approach (up to 3 pages).** Based on a reading of the 2017 Prescott Park Master Plan (including technical appendices) include a statement of understanding of the City's needs for an initial contract for this project and an outline of the firms proposed approach for beginning work.
 4. **Roster of Firms and Firm Experience.** Provide a one-page listing of firms proposed to be part of the project team. Clearly indicate the role each will perform.
 5. **Past Projects and References.** Provide information, including narrative and depictions, of relevant past projects (up to five). **Clearly indicate the role the proposed team members played in each project.** The project descriptions shall be current and limited to a maximum of one full page per project, along with client references and up-to-date contact information (name, title, organization, phone, cell and email).
 6. **Labor rates of team members.**
 7. **Other Information.** Other information, qualifications and/or exceptions that the firm may consider appropriate to raise during the selection process.

MATERIALS AVAILABLE FOR REVIEW

Prescott Park Related Policies and Information

These items can be accessed via this site:

<http://www.cityofportsmouth.com/prescottpark/master-plan-archive>

- Prescott Park Master Plan (2017) & Appendices (Weston & Sampson)
- Prescott Park Policy Advisory Committee - Final Recommendations (2017)
- Request for Qualifications #24-16 "Prescott Park Master Plan"
- Request for Proposals #24A-16 "Prescott Park Master Plan"
- Public Forum Policy for Prescott Park
- Legal framework for park operations and uses
- Analysis of material surfaces in Prescott Park (type and square footage)
- Letter Report – Prescott Park Waterfront Inspection – December 2011
- State Historic Register Nomination for Sheafe Warehouse
- State Historic Register Nomination for Shaw Warehouse

Related City of Portsmouth Documents and Initiatives

- City of Portsmouth Bicycle and Pedestrian Plan:
<http://www.cityofportsmouth.com/planportsmouth/bike-pedestrian>
- Wayfinding Plan & Program:
<http://www.cityofportsmouth.com/planportsmouth/wayfinding-plan>
- Coastal Resilience Initiative (CRI): <http://www.planportsmouth.com/cri/CRI-Report.pdf>
- Historic Properties Climate Change Vulnerability:
<http://www.cityofportsmouth.com/planportsmouth/historic-properties-climate-change-vulnerability>

Examples, of other documentation to be made available to firms during the engagement.

- 2006 digitized vector data in ACAD/ESRI format – Data includes edge of pavement, parcels, building footprint, driveway cutouts, water, sewer, and drainage
- City of Portsmouth Orthophotos from 2006 (3 in. res.)
- NH DOT Orthophotos from 2010 (6 in. res.)
- 2013 Orthophotos (1 ft. res.)
- Other data sets may be available and will be accessible to the consultant

RESERVATION OF RIGHTS

The City of Portsmouth reserves the right to reject any or all packages, 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.

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the firm 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 may 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.