

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

RFP #23 -19

**REQUEST FOR PROPOSALS
ENGINEERING & DESIGN SERVICES
ROCK STREET PARK IMPROVEMENTS**

Sealed Request for Proposals, plainly marked RFP #23 -19, "Engineering & Design Services, Rock Street Park Improvements" 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 Tuesday, November 13, 2018.**

PRE-PROPOSAL MEETING

There will be a **highly encouraged pre-proposal meeting on Monday, November 5, 2018 at 2:00 p.m.** at the Department of Public Works, 680 Peverly Hill Road, Portsmouth. All proposers will have an opportunity to ask questions at this meeting.

FUNDING

This project is funded in part by the City's Community Development Block Grant (CDBG), which is received from the U.S. Department of Housing and Urban Development and administered by the Portsmouth Community Development Department. Project work must be completed in accordance with all applicable statutes, laws, and regulations. Other funding for this project comes from the City's FY 2019 Capital Improvement Plan.

SCOPE OF WORK

The City of Portsmouth's Community Development Department is requesting proposals from qualified firms to provide engineering and design services for park and playground improvements at Rock Street Park, located at Rock Street and bounded by Sudbury and Brewster Streets.

Specifications and Request for Proposal forms may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com. 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 (603) 610-7227.

CITY OF PORTSMOUTH, NH
COMMUNITY DEVELOPMENT DEPARTMENT
RFP #23-19

REQUEST FOR PROPOSALS
ENGINEERING & DESIGN SERVICES

ROCK STREET PARK IMPROVEMENTS

The City of Portsmouth's Community Development Department is requesting proposals from qualified firms to develop an improvement plan for Rock Street Park located at located at Rock Street and bounded by Sudbury and Brewster Streets.

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PRE-PROPOSAL MEETING

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PROJECT BACKGROUND

Rock Street Park is a small City-owned park, located at Rock Street and bounded by Sudbury and Brewster Streets. In addition to the effects of the passage of time and wear and tear on the facility, the completion of the new parking garage and adjacent roadway work present an ideal time to ensure a renovated park meets the needs of the neighborhood for the next several years. The existing park includes a half-court basketball surface, seating area and lit granite retaining walls along a stone dust path. A wooden playground equipment and small stage dating from the last park renovation. The City's Public Works Department maintains the park. The project area and general existing conditions from GIS are found in **Attachment I**.

FUNDING

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SCOPE OF WORK

The goals of this project are to upgrade and make improvements to the public park that primarily serves the Rock Street neighborhood in Census Tract 692, as well as improve safety and functionality. The consultant is required to visit the park prior to proposal submission to become familiar with the project site. The scope of work is further defined in the tasks listed below.

Community Development staff will be responsible for administering the project and overseeing the consultant's work. The consultant is expected to meet, as needed, with the Community Development Coordinator, Public Works Director, Recreation Director, Planning Director as well as representatives of the neighborhood and community to review, discuss, and complete the project. Two (2) public meetings with the neighborhood are anticipated. The City will be responsible for notifying residents of the meeting, including mailing costs. The consultant is expected to conduct field visits, as necessary, to ensure successful project completion.

DEVELOP PARK IMPROVEMENT PLAN

TASKS

Task 1: Existing Conditions Plan

Conduct a review and analysis of existing conditions including site topography and elevations, formal and informal pedestrian ways, drainage concerns, and utilities, as well as observable site features including fences, playground equipment, trees, tree lines, parking, paving materials etc. Other information should be included as needed to ensure successful project completion.

Prepare an Existing Conditions Plan that depicts site features as described above. These materials shall be of suitable size and quality for public presentation purposes.

Task 2: Public Meeting #1

Facilitate a meeting with the neighborhood and community to present the existing conditions plan. Input from this meeting will inform the development of the Draft Improvement Plan. Each plan shall consist of a large scale color graphic plan suitable for public presentation.

Task 3: Meeting with Abutters

Conduct an abutters meeting to solicit feedback and concerns. Written summary of abutters meeting shall be presented to City staff to obtain feedback and incorporate necessary revisions prior to Task 4.

Task 4: Develop Draft Improvement Plans

It is anticipated that the consultant will review the community input received to date regarding park and playground improvements and to incorporate this feedback into up to two Draft Improvement Plans. These plans shall be presented to City staff to obtain feedback and incorporate necessary revisions prior to Task 5. A preliminary opinion of cost for the draft improvement plans shall be developed as part of this task.

Task 5: Public Meeting #2

Conduct a neighborhood meeting to present the Draft Improvement Plans.

Task 6: Develop Final Improvement Plan

Develop a Final Improvement Plan based on staff and public input. The Final Park Improvement Plan shall consist of a large scale color graphic plan for public presentation, and be reproducible. The improvement plan and an opinion of probable cost shall be provided to the City.

Task 7: Final Design Plans and Specifications

Based on input received from City staff, neighborhood residents and project abutters, develop final design plans, specifications and revised final cost estimates for the Rock Street Park improvements. Consultant must receive written City approval on the preliminary design plans from the Director of Public Works prior to proceeding to final design. The Consultant shall present final plans, specifications and opinion of cost (federal Davis-Bacon wage rates apply for the construction phase of this project) for final review by City staff and approval and make any needed revisions following that review.

The consultant shall discuss, recommend, and define cost-effective, vandal resistant, durable materials, and construction methods throughout the design process. Final design plans shall be reproducible and at a level of detail that can be used for bidding construction. Final detailed cost estimates shall be provided.

It is anticipated that playground equipment specifications, design and layout, as well as playground safety surfacing material specifications, will be provided to the consultant by the playground vendor at no cost.

Engineer shall use a plan 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 features shall be shown using the State of New Hampshire "Standard Symbols and Abbreviations." 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.

The consultant shall submit original front end bidding document, construction plans, cost estimate, technical specifications and four (4) sets of bound plans and contract documents. All shall be submitted electronically and five (5) sets of printed drawings shall be provided to the City. A Professional Engineer licensed in the State of New Hampshire shall stamp all plans. The consultant shall also provide the City with a compact disk (CD) or digital versatile disk (DVD). Media shall be in a format compatible with AutoCAD or ESRI software (that is, DWG, DXF, shapefile, 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 consultant shall prepare all plans as needed to secure any easements and/or acquisitions to construct the project.

Plans and all other documents delivered to the City will become the property of the City of Portsmouth.

Task 8: Meetings with City Staff

Meet, as needed, with Community Development Coordinator, Public Works Director and/or designee, Recreation Director and Planning Director to review and discuss project design issues and complete the project in a satisfactory manner. The 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 meeting with the Trees and Greenery Committee, as required by the City.

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.

Task 9: Environmental and Cultural Documentation

The consultant will develop and prepare all necessary permit applications, and attend regulatory board meetings as needed. This includes required research and documentation associated with the appropriate NEPA checklist as required by U.S. Department of Housing and Urban Development.

The consultant will be responsible for preparing all applications and obtaining all pertinent environmental permits and/or other requisite approvals on behalf of the City. The City is responsible for any and all permit fees.

Depending on the square footage of the disturbed area and location of impacts, permits and approvals required for this project may include the following State Permits: Wetland, Shoreland Impact, and Alteration of Terrain, which may include coordination with the NH Division of Historical Resources, the NH Natural Heritage Bureau, the NH Department of Fish and Game as well as the US Army Corps of Engineers and National Marine Fisheries Service. Since the project is federally funded, Section 106 of the National Historic Preservation Act allows the NH Division of Historical Resources (NHDHR)/State Historic Preservation Office (SHPO) the opportunity to review the project's impacts on potentially sensitive historic and cultural resources. The consultant will be responsible for conducting a preliminary review to identify potentially historic and archaeological resources in the project area. The results of these findings and any recommendations from NHDHR will be properly documented.

Task 10: Local Permitting

Develop and prepare all necessary permit applications, and attend regulatory board meetings as needed. The City is responsible for any and all permit fees.

The consultant will coordinate and prepare all requisite permit applications.

Task 11: Bid Review

Review construction bids submitted and assist the City with the bid document. Consultant shall receive and review construction bids submitted and assist the City with the bid. Respond to proposers questions, issue addenda, and prepare recommendation of award for the City to approve.

Task 12: Construction Layout

Firm shall provide a construction layout after construction has been awarded. Construction layout services to include centerline locations and grades every 50 feet as well as posted line and grades at every Point of Curvature and Point of Tangent. This price will represent completion of this task one time only.

SCHEDULE

The selected consultant shall be expected to begin work immediately upon contract signing and complete all project work in its entirety by or before March 10, 2019, including final City review and approval. Contract award and execution is anticipated within one to two weeks of proposal submission. See “Process and Contracts” section below.

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, Recreation and Public Works Departments will review plans and other documents prepared by the consultant.

The following information is available for the Consultant's review (with an appointment) at the Public Works Department, 680 Peverly Hill Road, Portsmouth, NH from 8:00 a.m. to 4:30 p.m. Monday through Friday:

- 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

SUBMITTAL REQUIREMENTS

Submittal Format for Proposal

The Proposal shall include the following components (these components should appear 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 Scope of Services** (up to 3 pages). The proposer shall state in succinct terms their understanding of the City's needs for this project and what is required by this

Request for Proposal. Describe in narrative form the proposer's approach and technical plan for accomplishing the work listed herein. The proposer is encouraged to elaborate and improve on the tasks listed in the RFP; however, the proposer shall not delete any requested scope tasks unless explicitly noted.

4. **Schedule-** The proposer shall submit a schedule for completing the scope of work for engineering and design.
5. **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.
6. **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 for similar projects and up-to-date contact information (name, title, organization, phone, cell and email).
7. **Project Budget** - itemized by task and a total project cost stated as a firm fixed fee. Hourly rates for project staff shall also be provided.
8. **Other Information.** Other information, qualifications and/or exceptions that the firm may consider appropriate to raise during the selection process.

Submittal Package

- Components should appear in the submittal in the order that they are requested 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 RFP # and title.
- Submittals shall be delivered to the following address before 2:00 p.m. on Tuesday, November 13, 2018: City of Portsmouth, Purchasing Department, 1 Junkins Avenue, Portsmouth NH 03801.

EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements -10 points

2. Qualifications of firm and project team members including any proposed subcontractors. Particular attention will be given to the experience and ability of the project manager to lead effective public meetings and proactively complete all project tasks – 30 points
3. Previous related work – 25 points
4. Understanding of project goals and issues – 15 points
5. Proposal price – 20 points

PROCESS AND CONTRACT

Upon review and scoring of all responsive proposals using the criteria outlined above, the City may select the highest scoring proposer with whom to negotiate a final Scope of Services and fee, or the City may select up to three (3) firms to interview. 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 and so on.

Selection process

- November 5, 2018: pre-bid meeting
- November 13, 2018: proposals due
- November 19 & 20, 2018: bidder interviews (if necessary)
- November 27, 2018: anticipated contract award and execution

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.

Contract signing is anticipated to take place within 1-2 weeks following the proposal submission.

RESERVATION OF RIGHTS

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.

INDEMNIFICATION AND INSURANCE REQUIREMENTS

Indemnification

The contract will require the consultant to agree 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.

Consultant will be required to maintain insurance 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. Consultant shall also be required to maintain professional liability insurance. Amounts and coverages shall be subject to contract negotiations.

ADDITIONAL INFORMATION

Requests for additional information or questions should be directed in writing to Elise Annunziata, Community Development Coordinator, at eannunziata@cityofportsmouth.com.

ATTACHMENT I

**ROCK STREET PARK
PROJECT AREA AND GIS EXISTING CONDITIONS MAP**

Rock Street Park Project Area



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Portsmouth, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

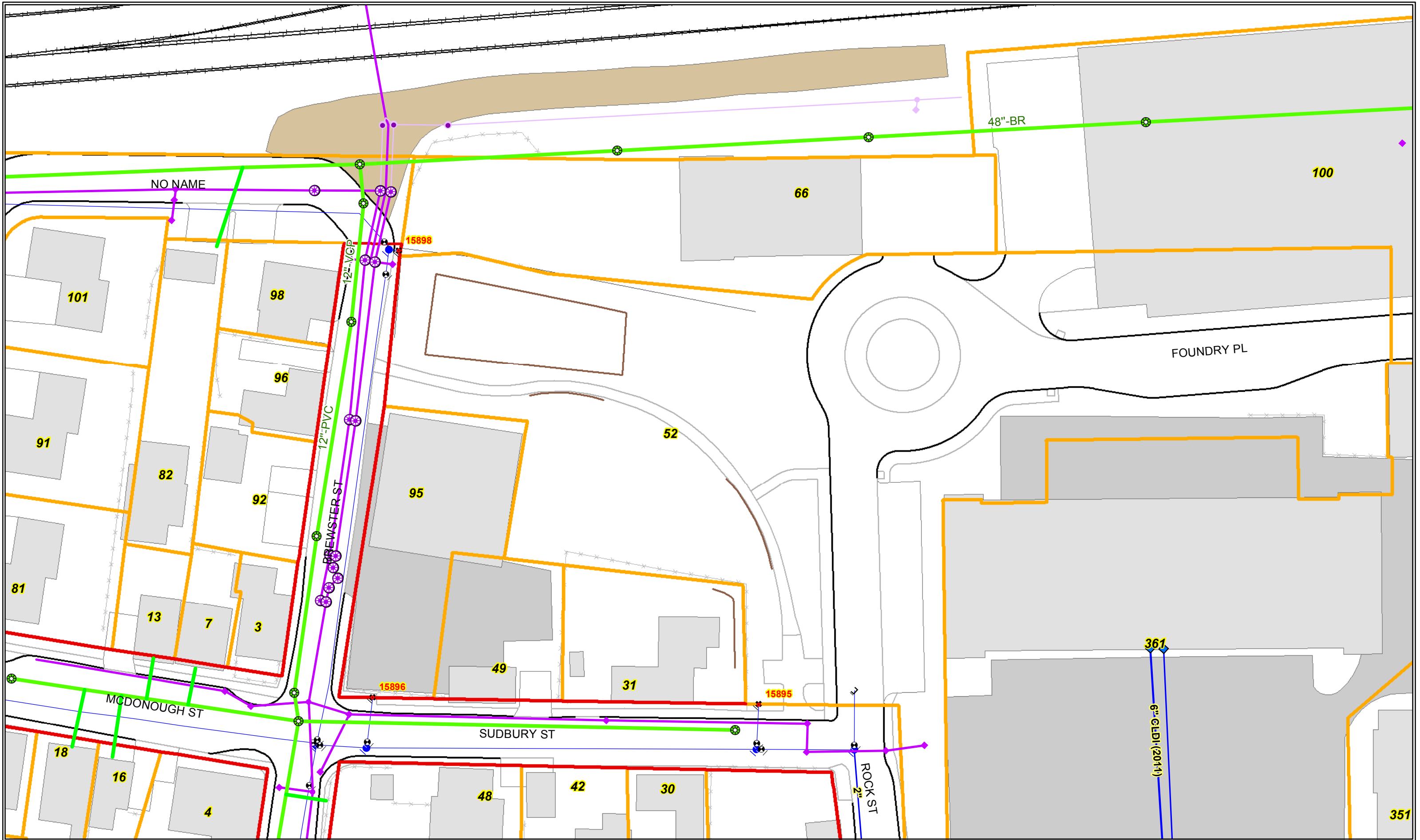
Parcels updated 01/04/2018
Properties updated 10/12/2018

Map Theme Legends

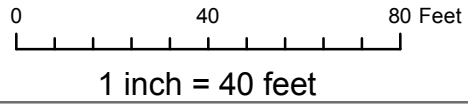
Wetlands

-  Wetlands
-  100ft Wetlands Buffer

City of Portsmouth



DISCLAIMER: The City of Portsmouth provides these Geographic Information System maps and data as a public information service. The maps and data provided are intended for informational purposes only. No guarantee or promise is made as to the accuracy of the maps and data and they should not be relied upon for any purpose other than general information.



Existing Conditions

Map prepared by Portsmouth Department of Public Works

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