

CITY OF PORTSMOUTH, NH

RFQ #24-16

REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES
PRESCOTT PARK MASTER PLAN

Statements of Qualifications, plainly marked RFQ #24-16, "Prescott Park Master Plan" on the outside of a mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 12:00 pm on Tuesday December 22, 2015.

PART I: Introduction

The City of Portsmouth is seeking a qualified firm or team of firms to work closely with the City, the general public, and stakeholders on a Master Plan for the City-owned Prescott Park. Prescott Park is a 10-acre waterfront park adjacent to the Piscataqua River, a residential neighborhood and the City's Central Business District. The Park is a major and beloved public green space and primary waterfront resource. The park is home to historic buildings (including the Shaw and Sheafe Warehouses, both listed on the State Register of Historic Places). The park itself lies within the City's Historic District; in addition, the Park is within the study area for an in-progress District Nomination being prepared by the State of New Hampshire for the National Register of Historic Places.

Project Background and Purpose

The Park was created over a number of years beginning in the mid-20th Century as a result of a charitable gift of land and money from Josie F. Prescott. The Will of Josie F. Prescott, executed on January 18, 1938, created an arrangement under which her trustees purchased property along Marcy Street and conveyed the same to the City of Portsmouth, "to be used for park and recreational purposes". Operating under that provision her attorney/trustee Charles M. Dale acquired numerous properties in the name of the trust and ultimately conveyed those properties to the City for that purpose. The properties constitute Prescott Park and remain to this day owned by the City of Portsmouth. The same Will of Josie Prescott also created a trust,

the income of which was made available to maintain and operate the Park. The City of Portsmouth Trustees of Trust Funds serve as the operational supervisors of Prescott Park. While many significant maintenance and other improvement projects have been carried out in the park in recent years many features, amenities, surfaces, and structures are in need of replacement, upgrade, or other improvement. Due to the park size, number of different types of infrastructure, and cost for addressing the needs in total as well as the historic, cultural, and environmental import of the park, the City is looking to comprehensively plan for the future. In particular, the City is looking to determine the park uses desired by the public for the future and to develop a strategy for meeting the breadth of physical infrastructure needs in the park in light of the uses desired.

Operational costs of the park are funded primarily through annual earnings of the Josie F. Prescott Trust, a trust managed, per state law (RSA 31:19), by the Trustees of Trust Funds. Some administrative costs are funded through the City's annual budget and operational support and project management for capital projects are also provided by City Departments. In recent years, funding for larger capital improvement projects has been funded through the City's General Fund and, in the case of docking structures, from dock fee revenues.

In its role as Operational Supervisor of the Park, the Trustees of Trust Funds will work in coordination with the City staff on this engagement.

Today, the Park has a diverse array of amenities, which are reflective of the City's historical, cultural, and marine heritage. A figure showing the various park areas and structures is shown below, and provided in a larger format in Appendix B.



Description of Current Uses

Today's Prescott Park is a vibrant hub of activity resulting from various uses. While the Park has many distinctive features, structures, and amenities, the combination of these assets promote various uses by a large cross section of the community. A summary of the informal and formal uses are described below.

General Use Passive Public Waterfront Park. For the general public, the park serves as a large waterfront greenspace accessible to all, at all seasons and times of day. This use is defined by the walking paths, park lighting, open lawn spaces, multiple seating areas, pier structures, a mature urban canopy, fountains and flower gardens, interpretative features, sculptures, picnic tables and cooking grills. The park setting and amenities support impromptu uses as such as fishing, unorganized field sports and other activities consistent with an outdoor public park in an urbanized setting.

Gathering Place and Venue. The Park is used by members of the public as a gathering place for events and other uses, which are expressly permitted by the Trustees of Trust Funds. Examples of these uses include: weddings; public events in the designated Public Forum Area (shown above) where constitutionally protected expressions of free speech are held; a docking facility available for hourly and seasonal overnight docking; and outdoor classes.

Uses through Formal Agreements. There are formal agreements in place that define certain park uses. Each is summarized below:

- The Gundalow Company – The Gundalow Company a non-profit IRS Section 501(c)3 organization leases the Sheafe Warehouse Dock to tie-up its Piscataqua vessel as part of its educational programming in pursuit of its mission to protect the maritime heritage and environment of the Piscataqua River.
- The Players' Ring – The Players Ring Company, a non-profit IRS Section 501(c)3 organization, leases the Marine Railway Headhouse at 105 Marcy Street to pursue its mission to promote the efforts of local artists through the production of original works, while providing an affordable theatre space to local production companies.
- Prescott Park Arts Festival – The Prescott Park Arts Festival (PPAF), Inc. is a non-profit IRS Section 501(c)3 organization, which is provided use of several structures and spaces within the park, including the stage. The Festival's mission

is to provide quality family entertainment, promote artistic excellence in the community and maintain quality presentations of both entertainment and educational events. The Festival attracts nearly 250,000 visitors to the Park each year for its musical, theatrical, and dance performances on the stage. The Festival also hosts various celebrations, food festivals, movie nights, and theater classes within the park.

- New Hampshire Art Association – The NH Art Association (NHAA) is a non-profit art association and is one of the oldest statewide art associations in the country. The organization hosts juried art exhibitions in the park out of the Sheafe Warehouse in addition to its other programs and exhibitions at its nearby Gallery on State Street.

Anticipated Capital Needs

In addition to the regular maintenance activities of the full-time and part-time staff working in the park, the following is a partial list of recent capital improvement projects and upgrades:

1. Utilities
 - a. Upgrade of water and electric utilities to South Docks, 2015
2. General Site Work
 - a. Resurfacing of formal garden fountain tops, 2015
 - b. Brick sidewalks along Marcy and Mechanic Street, 2014
 - c. Hovey Fountain Access Improvements, 2011
3. Buildings
 - a. Concession Building – Reconstruction, 2014
 - b. Sheafe – Roof Replacement, 2011
 - c. New electrical panel and service to Sheafe Dock, 2015
 - d. Shaw Warehouse – Roof replacement, new siding (gable ends), and foundation work, 2014
 - e. Marine Railway Headhouse – Several building improvements in interior and roof work, 2013
 - f. Four Tree Island – Roof replacements on picnic tables (various years)
4. Marine Structures
 - a. South Dock Replacement, 2015

The following is a list of the anticipated capital improvements needed in the park:

1. Electrical and pedestrian lighting system replacement;

2. Irrigation system improvements;
3. Upgrade or replacement of walkway surfaces in park;
4. Interior and exterior improvements to Sheafe and Shaw Warehouses;
5. Perimeter fencing; fountain repointing; refuse & recycling; park benches;
6. Landscape plan for mature and decaying trees; and
7. Seawall, rip-rap, and related shoreland protection.

Concurrent Planning Efforts

The City of Portsmouth is currently working on its next City-wide Master Plan. The previous Master Plan document was completed in 2005 and emphasized the creation of public gathering places, access to the waterfront, and adoption of policies to promote a walkable and bicycle-friendly community. Public input into the next Master Plan is ongoing and completion is scheduled for fall 2016.

The Planning Department is in the process of adding Prescott Park to the City's inventory of 3D mapped areas. This should be completed prior to end of 2015 (<http://planportsmouth.com/3d/index.html>).

The Prescott Park Arts Festival (PPAF) has begun the process of creating a "comprehensive strategic plan that will define its future for the next five years." According to PPAF's description of the effort it is anticipated to result in an organizational strategy to support its mission and create a vision for strategic priorities among other outcomes.

Anticipated Scope Items & Deliverables

Following the submittal of Statements of Qualifications and ranking, select firms will be asked to submit proposals. The following outline is a list of anticipated scope items for the final contract and does not represent a final scope of work. This outline is not necessarily all-inclusive and, in the proposal process, Firms will be encouraged to include any tasks or alternatives and services deemed necessary to satisfactorily complete the project. Firms are encouraged to bring both industry expertise and creative ideas tested elsewhere and tailored to Portsmouth to help the community design the project approach that best suits the City and Prescott Park.

1. Existing Conditions and Uses

- 1a.** Create a Park-wide (including Four Tree Island) Existing Conditions Plan, which identifies, all structures, facilities, marine structures; parking and vehicular access ways; seawalls and seawall materials; water, sewer, irrigation, and electrical utilities; irrigation

and drainage infrastructure; paths and path materials; signage; all park furniture and amenities; trees, landscape, and flower beds; and edges and edge materials. Documents relating to the parks history and development and other resources will be available.

1b. Create an Existing Uses Plan of all existing uses (informal and formal, organized and unorganized) throughout the park including Four Tree Island. Provide a narrative description of the uses.

1c. Create a Facilities Assessment Report which provides an assessment of critical building infrastructure needs in the Park focusing on utilities; structures; buildings and seawalls; and other major Park elements. Identify pedestrian circulation, layout, and other civil site issues that should be addressed as part of the overall planning process.

2. Public Participation

2a. In close coordination with the City, conceive a structure and schedule of public participation activities including social media, interviews, survey, public input meetings and/or charrettes for the purpose of identifying and assessing current uses as well as determining desired uses, features, and amenities.

2b. The public input program will ensure the involvement of the residents and general public, elected and appointed officials, and various other Park stakeholders at all project stages. Public Participation components shall be part of both Existing Conditions work (above) as well as creation of a Master Plan (below).

3. Master Plan for Uses and Facilities

3a. Create a *Park Master Plan of Uses* which shows the overall final program of uses and the capital needs associated with implementing the Master Plan. The Plan will address the allocation among competing uses of spaces within the Park, whether it be in the Sheafe and Shaw Wharehouses, open lawn areas or parking facilities.

3b. Create a *Facilities Master Plan* that will be used to implement the Master Plan. This will include a list of needed improvements, opinions of cost for each improvement; and a phased approach for implementation.

PART II: Required Contents of the Statement of Qualifications (SOQ)

Statements of Qualifications, plainly marked RFQ #24-16, "Prescott Park Master Plan" 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 12:00 pm on Tuesday December 22, 2015.

Please note the following in preparing submittals to this RFQ:

- a. SOQ components should appear in the order they are requested below, and be easily navigable via a series of tabbed and labeled sections.
- b. One original submittal and five (5) copies of the SOQ are required; the original should be single-sided and clipped together to facilitate document reproduction if necessary. A digital version shall also be submitted.
- c. Pages shall be no larger than letter-size (8 1/2 x 11 inches) or, if folded to that dimension, twice letter size (11 x 17 inches). It is acceptable to produce the Submittal on both sides of the paper in the bound documents.

Required contents:

1. Cover letter:

Provide a cover letter (up to two pages), which clearly identifies the project manager, briefly explains relevant past work, and includes a statement of project understanding.

2. Firm Experience (for each firm in the team, if applicable):

Describe relevant experience of the firm or firms. This information shall be summarized in a matrix format in each of the following primary areas of focus:

- a. site specific master planning in urbanized settings;
- b. waterfront parks;
- c. historic preservation and cultural resource planning;
- d. landscape architecture; and
- e. facilities planning

3. Project Team:

List each member of the proposed Project Team along with their:

- 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

One member of the Project Team must be identified as the Project Manager. Resumes (up to two pages per team member) shall also be included.

4. 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). Firms are encouraged to include one sample work product from a similar engagement.

5. Additional Information

Appendices can be included to supply other relevant information not specifically called for above. Please limit to no more than an additional 5 pages.

The scope of work, which will be prepared during the proposal process by the firms selected from this qualifications process, shall be sufficient to address the following:

PART III: Process, Schedule, and Selection

Ranking of Qualifications

Each SOQ will be reviewed and ranked according to the following criteria:

- | | |
|----------------------------------------------|-----------------|
| a. Responsiveness to Submission Requirements | Up to 10 points |
| b. Firm experience & relevance of past work | Up to 35 points |
| c. Overall Project Team experience | Up to 35 points |
| d. Project Manager experience | Up to 20 points |

Selection and Contract

Upon review of all responsive SOQs using the criteria outlined above, the City may select up to three (3) firms to submit proposals and interview. Upon completion of the interviews (if required), the City anticipates negotiating a final Scope of Services and fee with the highest ranking firm.

Schedule

Work is anticipated to begin immediately after contract signature. A final schedule will be negotiated with the successful firm.

City Role

City staff will be responsible for administering the project and overseeing the firm's work in coordination with the City Council and the City's Trustees of Trust Funds. This project will benefit from meaningful public engagement and input of Portsmouth residents, the general public and various stakeholders.

Reservation of Rights

The City of Portsmouth reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City. The City also reserves the right to negotiate directly with the selected firm for additional project work including but not limited to studies, design, and construction administration.

The City 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

Upon selection, the successful firm 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.

APPENDIX A
RELEASE OF ALL CLAIMS FOR PURPOSE OF REFERENCE CHECK

TO: _____
Name of Reference ("Reference")

Name of Employer/Organization ("Entity")

Address

Address

On behalf of the undersigned Firm I hereby agree to release and hold harmless the above-named Reference and Entity from any and all claims and causes of action including without limitation actions for defamation, slander or interference with contractual relations for any statements made to the City during the course of the City's investigation of Firm's qualifications.

Dated: _____ Firm: _____

By: _____

Print Name: _____

Title: _____

APPENDIX B

