

RFP # 25-24
REQUEST FOR PROPOSALS
CITY OF PORTSMOUTH, NH
PORTSMOUTH SCHOOL DEPARTMENT
ENGINEERING AND SURVEY
SERVICES

Sealed Requests for Proposals, plainly marked “RFP #25-24 Engineering and Survey Services needed for Dondero Elementary School and Portsmouth High School Paving and Drainage, on the outside of the mailing envelope, addressed to the Finance/Purchasing Department 3rd Floor, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **2:00 p.m. on January 30, 2024.**

SCOPE OF WORK: The Portsmouth School Department is requesting proposals from qualified firms for the following project for Dondero Elementary School and Portsmouth High School.

The surveyor will be required to provide Right-of-Way, Structure, Utility, Boundary survey, which varies by location. The survey shall be prepared by a licensed New Hampshire Land Engineer/Surveyor and shall be provided in the manner defined under “Deliverables”. The Land Engineer/Surveyor shall coordinate with the appropriate utility companies to verify the existing utilities. The survey shall include, but not be limited to, the following requirements:

1. Locate all property lines (R.O.W.) and easements within the survey limits. Survey shall extend approximately 20’ beyond the City Right-of-Way.
2. Contours at one-foot intervals.
3. Scale 1” = 20’
4. Drainage structures, pipes, invert elevations, manholes, drop inlets, pipe outlets and drainage channels.
5. Underground Utilities (i.e., gas, water, sewer, electric, communications) including all pipe sizes, material, inverts, rim elevations and valve boxes.
6. Aerial Utilities including all utility poles, light poles, electrical cabinets, overhead wires, etc.
7. All guardrails, bollards, fences, gates, signs and inground site features.
8. Wooded areas.
9. Wetland delineation markers.
10. Provide temporary benchmarks at 200’ intervals, minimum.
11. Maps to be done in digital form (AutoCAD .dwg 2018) in New Hampshire State Plane Coordinate System 16. Control points used to establish the survey must be included in the digital form of the drawing.

The object of this work is to provide deliverable documents that will allow the Portsmouth School Department to address traffic flow, paving needs, drainage needs, and pedestrian travel plans that is individually site based.

Maps showing all of the above plotted on 22”x34” paper copies including, north arrow, legend, and scale (both written and graphic) on the Surveyor’s title block and border. Hard copy to be stamped by the licensed Land Surveyor.

Digital version of the paper copies in .pdf format copy shall be provided via e-mail (or file transfer) at full size. File will be generated from AutoCAD and not a scan of the paper copies

Digital copy of the survey in AutoCAD format (.dwg) 2018. Digital copy shall be provided via email (or file transfer) with the survey at 1:1 in model space. Original spot shots including point, description and elevation information shall be included.

There will be a **mandatory pre-proposal meeting on January 17, 2024, at 9:00 a.m.** at Dondero Elementary School and then at Portsmouth High School Portsmouth, NH. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms that do not attend the mandatory pre-proposal meeting.

Request for Proposal forms may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com/finance/purchasing.htm. Written questions addressed to purchasing@cityofportsmouth.com are due by **January 22, 2024 @ 4:30 p.m.** Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website by **January 24, 2024 @ 4:30 p.m.** 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.

Requests for additional information should be emailed to purchasing@cityofportsmouth.com.

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SUMMARY

Dondero School

Provide plans that show site elevation, existing drainage plans and corrections, and pavement replacement plan that will allow the area to drain without creating ponding to other parts of the site. The garden area does not drain after a rain storm and will pond for a period of time.

Portsmouth High School

The School Department is considering changes on the school campus that would redirect entering and exiting traffic to the Andrew Jarvis Drive/Lafayette Road intersection and reduce conflicts on internal campus roads and parking areas through changes to design of the campus roadway and parking areas. This study identifies existing parking and circulation deficiencies on the school campus and evaluates alternatives to improve safety, operations, and circulation both on-site and in the immediate surrounding neighborhood.

There are circulation concerns within the campus itself that warrant evaluation. Specifically, conflicts between school buses, parent drop-off and pick-up traffic, student and staff parking traffic, and pedestrian and bicyclist access. Many pedestrians were observed walking through parked vehicles which is unsafe. Organized pedestrian routes should be provided to accommodate travel. There is an overall lack of ADA compliance with pedestrian crosswalks and presence of accessible ramps, including at designated accessible parking spaces. The existing crosswalk at Summit Avenue does not correspond with desired path of travel and situates students in shaded area where they are less visible. There is a strong desire line for pedestrians from Summit Avenue to the school through the back lot and down a hill.

DELIVERABLE TASKS

Task 1 Design Plans, Specifications for Final Estimate

The consultant shall submit construction plans, specifications and estimates at a level of detail which can be used for solicitation of construction bids. A Professional Engineer licensed in the State of New Hampshire shall stamp all plans. The consultant shall provide the City with digital files for bidding and two (2) sets of hard copy of construction plans.

Task 2 Construction Inspection

The consultant shall provide unit hourly rates for inspection services with an estimated full cost of such services. This shall be included in the proposal as an Add/Alt to be executed at the City's discretion.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within two weeks of contract signing. Certain reasonable allowances for project completion will be allowable in relation to permitting, layout and similar tasks, however, the city will expect biddable plans no later than April 2024.

SCHOOL DEPARTMENT ROLE

Director of Buildings & Grounds will be responsible for administering the project and overseeing the consultant's work on this project.

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the below required elements as section headings:

- A. Firm Description- provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.
- B. Project Team- Provide names and resumes of key professionals who would be assigned to the project. Each team member's education and experience shall be listed. The project manager shall be clearly identified and a description of his/her relevant previous projects listed. A list of past relevant projects, which proposed project staff have played a central role in developing, shall be also provided. The individual(s) responsible for leading neighborhood meetings shall be clearly identified.
- C. Statement of project understanding- The consultant shall state in succinct terms their understanding of what is required by this Request for Proposal.
- D. Scope of Services- Describe in narrative form the consultant's approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks unless explicitly noted. The Consultant shall submit a schedule for completing the scope of work for design.
- E. **In a separate envelope labeled "Price Proposal RFP #25-24"** budget **itemized by task** and a **total project cost stated as a firm fixed fee**. Hourly rates for project staff shall also be provided.
- F. Three (3) references, including current contact name and phone number for similar projects.

Three (3) copies of the proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions.

CONTRACT DOCUMENT

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. If the City is unable to reach agreement with the highest ranking firm, the City may enter into negotiations with the next highest ranking firm.

ADDITIONAL INFORMATION

Requests for additional information should be emailed to purchasing@cityofportsmouth.com.

INDEMNIFICATION OF OWNER

Contractor shall defend, indemnify and hold harmless Portsmouth, and its agents, officials and employees from and against any and all claims, actions, damages and losses incurred by Portsmouth arising out of or relating to Contractor's negligence or breach of its obligations or warranties set forth in this Agreement, except to the extent such claims, actions, damages or losses are caused by the negligent acts or omissions of Portsmouth.

NONDISCRIMINATION

Any entity that enters a contact for goods or services with the City of Portsmouth or any of its boards, agencies and departments and any recipient of city funds shall:

Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting, or demoting, matters of compensation, or any other employment-related decision or benefit on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.

Not discriminate in the performance of the contract on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.