

CITY OF PORTSMOUTH, NH

RFP #27-24

REQUEST FOR PROPOSALS

PROFESSIONAL DESIGN ENGINEERING

COAKLEY ROAD CULVERT REPLACEMENT

The City of Portsmouth is requesting proposals from qualified consultants to prepare design plans to replace the Coakley Road culvert crossing Hodgdon Brook.

Specifications may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com/finance/purchasing.htm.

Sealed Proposals, plainly marked “RFP #27-24, Professional Design Engineering, Coakley Road Culvert Replacement” on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue 3rd Floor, Portsmouth, NH 03801 will be accepted until 2 p.m. on Thursday February 22, 2024.

There will be an **optional pre-proposal meeting on Monday February 12, 2024, at 9:30 a.m.** in the Department of Public Works Downstairs Training Room, 680 Peverly Hill Road Portsmouth, NH. All proposers will have an opportunity to ask questions at this meeting.

Requests for additional information or for administrative questions should be directed in writing to purchasing@cityofportsmouth.com. **The deadline for questions and requests for additional information is Thursday February 15, 2024 @ 4:30 p.m.**

Addenda to this RFP, 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, and to accept any proposal that it may deem to be in the best interest of the City.

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Coakley Road Culvert Replacement

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Project Background

The purpose of this project is to replace the existing Coakley Road culvert crossing Hodgdon Brook.

The existing two-lane culvert was built around 1956 for the Army Corps of Engineers when Hodgdon Brook was straightened and dredged into a drainage feature for the nearby Pease Air Force Base. The existing culvert is currently experiencing severe concrete degradation and is set to be added to the New Hampshire Department of Transportation’s 2024 Municipal Bridge Red List. As the only point of access for the Coakley Road neighborhood, it is imperative that this culvert remain safe and accessible to nearby residents and businesses. As such, this project must be designed in such a way that Coakley Road shall remain passable to one lane of traffic at all times during construction, or an alternative temporary plan must be designed and implemented as part of the work.

The current culvert also serves as a drainage outfall for the Coakley Road area drainage system. This project seeks to separate the drainage outfall to a separate structure that is not contiguous to the replacement culvert.

Project Purpose

The purpose of this project is to create biddable open bed culvert design plans, specifications and estimates for the replacement of the Coakley Road Culvert crossing Hodgdon Brook in addition to any local, State and Federal permits needed for construction.

Project Management

The Consultant shall establish a clear and consistent communication framework for the duration of the project. The proposed scope of work should include an effective project management approach that includes regular project updates and coordination between the consultant and City staff. If this proposal involves a team of consultants, the lead firm and designated project manager shall be clearly identified.

Scope Of Work

The Consultant's role will be to carry out the scope of work described below. The proposal should clearly identify the method for documenting or illustrating the deliverables for each task. The Consultant may modify the desired scope of work presented below if, based on their professional expertise and knowledge, they can provide an approach that will more effectively address the goals of this project; however, the consultant shall identify and explain any modifications to the requested scope.

The contract may be amended to include construction inspection and administration services at the conclusion of the design phase based upon an agreed rate and project schedule.

Deliverable Tasks

Task 1 Wetland Flagging and Survey and Geotechnical Analysis

The Consultant will utilize the City's GIS and tax maps in addition to providing boundary and topographical survey of the critical area. The consultant will need to provide wetland mapping (certified wetlands scientist) of all areas in which permitting will be required. After wetland mapping is complete, field locate all wetland flags and topography as needed. The Engineer shall conduct geotechnical investigations as needed during this phase as well. Include a \$10,000.00 allowance for geotechnical investigation.

Task 2 Develop Recommended Plan and Preliminary Estimate

The Consultant shall, after studying the area, develop a recommended plan for replacing the culvert. The consultant shall prepare a report with options and recommendations for the DPW staff to review and approve, as well as a preliminary project schedule.

Task 3 Preliminary Design

Once the recommended plan has been approved by the City, the consultant shall prepare 50% design plans for review and comment including profiles and cross sections as needed.

Task 4 Easement Plans

Once the preliminary plans are approved by the City, the Consultant will prepare any easement and permitting plans as necessary to successfully design, permit, and construct the new culvert and drainage outfall. A boundary survey with recordable easement plans will be required on all parcels where easements are necessary.

Task 5 Environmental Permitting

The Consultant shall be responsible for identifying and applying for any necessary Federal, State, or local permits needed for construction. Note that the City of Portsmouth will pay all permitting fees due to the State of New Hampshire and waive any fees from the City of Portsmouth.

Task 6 Design Plans, Specifications for Final Estimate

Based on input received from City staff, permit regulators and project abutters, develop final design plans, specifications and revised final cost estimates for the culvert. 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 for final review by City staff and approval and make any needed revisions following that review.

The construction contract shall be unit cost based. Specifications shall be written utilizing NHDOT standard specifications and Special Provisions and Supplemental Specifications specific to this project shall be included if necessary. The Consultant will work with City staff to include standard City specifications and details.

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.

Files shall be geo-referenced to NH State Plane Coordinates and shall be expressed in feet.

Task 7 Bid Analysis and Recommendations

Review any and all bids received and make a recommendation to the City for award.

Task 8 Construction Inspection

Construction inspection is anticipated but is not being included as a deliverable at this time.

Task 9 CAD Files and as-builts

The Consultant shall provide CAD files to the successful bidder (contractor) for the purposes of construction. Once Construction is complete the consultant shall provide as built drawings to the City in CAD format utilizing NH State Plane Coordinate System. All files will become property of the City of Portsmouth.

Project Schedule

Contract signing is anticipated to take place within four (4) weeks following selection of successful firm. The selected consultant shall be expected to begin work within four (4) 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 the end of 2024. The City anticipates earliest construction in the summer of 2025.

City Role

Department of Public Works staff will be responsible for administering the project and overseeing the consultant's work on this project. The Department of Public Works will be responsible for reviewing the constructability of proposed recommendations.

Submittal Requirements

Proposals shall include the following and shall be organized using each of the elements listed below 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 location of office proposed to handle this project.
- B. Project Team: Provide names, resumes, and office locations of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, indicate the lead consultant.
- C. Project Understanding: Provide a statement summarizing how the consultant and/or project team is particularly qualified for this project.
- D. Scope of Services: Describe 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.
- E. Project Schedule: The Consultant shall submit a schedule, itemized by task, for completing the scope of work.
- F. Project Budget: The Consultant shall submit a proposed project budget itemized by task and total project cost stated as a firm fixed fee. Labor and direct costs should be identified by task. Hourly rates for project staff shall also be provided.
- G. Three Comparable Projects: Description of related project experience and role of key staff in each project.
- H. References: Three (3) references, including current contact name and phone number for similar projects.

Submittals shall be printed on two sides of the page and shall not have a plastic cover. Four hard copies and a digital copy of the proposal in a searchable PDF format shall be submitted.

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. 20 points
3. Previous related work and references. 20 points
4. Strength of proposed scope of services. 30 points
5. Project budget. 10 points
6. Availability of team. 10 Points

The City, at its discretion, may select a firm outright or select one or more finalist(s) for in-person and/or virtual interviews.

Contract Document

Upon selection, the highest-ranking firm will be invited to enter into contract negotiations with the City. 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. When the contract is executed by both parties, the Consultant will be instructed to commence providing the work outlined in the contract.

Additional Information

Questions and requests for additional information should be emailed to purchasing@cityofportsmouth.com. The deadline for questions and requests for additional information is Thursday February 15, 2024 @ 4:30 p.m. Answers will not be sent directly to interested parties. Written answers to questions will be posted on the City of Portsmouth Finance/Purchasing Department's website under the project heading in the form of an addendum.

Indemnification and Insurance Requirements

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 coverage shall be subject to contract negotiations.

Reservation of Rights

The City of Portsmouth reserves the right to reject any or all submittals, 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 Reserves the right to negotiate additional tasks and work including construction administration.

The City further 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.

Nondiscrimination in City Contracts

Any entity that enters into a contract 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.

