

**CITY OF PORTSMOUTH
NEW HAMPSHIRE**
Department of Public Works

**RFP #33-11
REQUEST FOR PROPOSALS**

**ENGINEERING SERVICES
MECHANIC STREET SEAWALL AT PICKERING DESIGN PROJECT**

The City of Portsmouth, New Hampshire is seeking proposals from interested engineering firms for design services for infrastructure improvements.

Sealed Request for Proposals, plainly marked “RFP # 33-11 Qualification Statement for Engineering Services Mechanic Street Seawall at Pickering Design Project” on the outside of the mailing envelope as well as the sealed Non-Price Proposal & Price Proposal Envelopes, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until 2:00 p.m. March 24, 2011. The price proposal shall be in a separate sealed envelope marked price proposal.

No faxed, e-mailed, or electronic submissions will be accepted.

Request for Proposal forms may be obtained from the Finance/Purchasing Department on the third floor of City Hall 1 Junkins Ave, Portsmouth, New Hampshire, by calling (603) 610-7227, or from the City’s website at <http://www.cityofportsmouth.com/finance/purchasing>.

Addenda to this request for proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Addenda will not be sent directly to plan holders.

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.

**CITY OF PORTSMOUTH, NH
DEPARTMENT OF PUBLIC WORKS**

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SUMMARY

The City is seeking Proposals from qualified engineering firms for design services for infrastructure improvements to the existing seawall located at the intersection of Mechanic and Pickering Streets located in the south end portion of the City.

The project will include a design for a new seawall that will improve functionality and aesthetics in this sensitive part of the city. The design will need to include all design plans and technical specifications needed to bid and build the project. The successful engineer will need to provide for a maximum of 40 hours during the construction phase for construction inspection assistance. Also included will be the task of researching, applying for, and securing all necessary permits needed for the successful completion of the construction phase of this project. The successful candidate will also be required to attend one public meeting and provide bidding assistance by attending a pre-bid conference as well as a pre-construction meeting.

The scope of work is further defined in the tasks listed below.

DOCUMENTS

All documents will be turned over to the City in paper and electronic format upon completion of the work. Electronic format shall be as approved by City and be compatible with Microsoft office product suite and AutoCad 2009. All documentation, reports, field notes and other data generated as part of the service by the consultant and/or its sub consultants for this project shall be the property of the City of Portsmouth and will be turned over in a format acceptable to the City.

PROPOSAL REQUIREMENTS

Each proposal shall include the following components in the order described:

1. Cover letter
2. Brief description of the firm
3. Project understanding
4. Experience statement identifying work on similar projects. Experience statements shall identify the key design personnel involved in the project.
5. Project Team Chart (with resumes limited to 2 pages) identifying the team
 - a. Principal-in-Charge
 - b. Project Manager
 - c. Project Engineer(s)
 - d. Sub Consultants (if any)

Two (2) copies of the proposal and qualification statement shall be submitted.

Firms shall submit a price proposal with associated proposed preliminary scope of work/allocation of fees and costs in a sealed separate envelope labeled “RFP # 33-11 Price Proposal”.

SCOPE OF WORK

The scope of work shall be sufficient to address the following:

Initial Design Phase:

The proposed project includes an initial design. The initial design shall be sufficient to address the following:

- Review of existing infrastructure information including any record drawings as well as site visits as necessary
- Conduct field and/or geotechnical surveys as needed
- Provide for an initial design for review by city staff
- Participate in a public information meeting organized by city staff for the purpose of unveiling the design to the neighboring properties and interested citizens
- Identification of federal, state, and local permit requirements
- Develop preliminary opinion of costs

Final Design Phase:

The proposed design shall be sufficient to address the following:

- Complete field investigations and geotechnical evaluations as needed
- Preparation of design plans and specifications for new seawall and any associated roadway repairs within the project limits
- Preparation and submission of all permit applications
- Response to City and all permitting agency comments
- Participate in a Pre-Bid Conference organized by city staff as well as a Pre-Construction conference
- Bidding assistance to city staff to answer technical questions posed by prospective bidders and for the preparation of any addenda

Construction Phase:

The Engineer shall provide construction inspections as follows:

- During the prosecution of work the Engineer shall provide up to 40 hours of construction inspections to visit the site and answer questions regarding the Contractor's interpretation of design intents. This item is intended to bring in the Engineer every two or three days to assist the city's Project Manager and to review the Contractor's work and recommend potential solutions and corrective actions to any problems encountered in the execution of the design in the field

Project Deliverables:

Project deliverables shall include, at a minimum, the following:

Final Design Plans and Specifications

1. 50% Design Plans for City review and comment.
2. 90% Design Plans and Specifications for City review and comment.
3. 100% Design Plans and Specifications. A digital copy of the approved design plans will be provided to the City.
4. Consultant's opinion of probable construction costs based on the 100% Design.

CITY ROLE

City staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Public Works Department will review plans and other documents prepared by the consultant. The following information is available for the Consultant's review at the Public Works Department:

- Existing aerial topography (2')
- Existing infrastructure information: water, sewer and drain records
- GIS mapping information

PROPOSAL CONTENTS AND EVALUATION CRITERIA

The City of Portsmouth will review the proposals on the following criteria.

1. Similar study and design experience (30%)
2. Experience of assigned personnel (30%)
3. Understanding of project (15%)
4. Client references/Reputation for quality, timely performance within budget (15%)
5. Quality of proposal (5%)
6. Such other criteria as the City may determine to be in its interest (5%)

Upon review of all responsive statements, the City may select a firm or firms to interview. Upon completion of the evaluation process, the City will attempt to negotiate a final Scope of Services and Fee with the highest ranking firm. If the City is unable to reach agreement with the highest ranking firm, the City reserves the right to negotiate with the next highest ranked firm until an agreement is reached.

Price will not be a criteria for ranking but may be a subject for contract negotiation. The City will be reviewing price proposals submitted to evaluate the highest ranking firm's proposal price.

RESERVATION OF RIGHTS

The City of Portsmouth Reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept or negotiate any proposal as may in the best interest of the City.

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 City reserves the right to negotiate directly with the firm selected for additional project work including construction administration services, and/or additional project engineering and design services.

CONTRACT DOCUMENT

Upon selection the successful Consultant will prepare Contract documents for execution. Upon execution of the Contract 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 proposal shall be the property of the City of Portsmouth.

ADDITIONAL INFORMATION

If you have any procedural questions please contact Lori MacGinnis, Purchasing Coordinator at: (603) 610-7227 for technical questions please contact Tom Richter, (603) 766-1412.