

City of Portsmouth, NH
Department of Public Works

CONSTRUCTION ENGINEERING AND INSPECTION SERVICES

for

LONGMEADOW ROAD EXTENSION PROJECT

NHDOT #42350

CITY OF PORTSMOUTH #7215

REQUEST FOR QUALIFICATIONS #33-21

INVITATION

The City of Portsmouth seeks Statements of Qualifications from NH DOT prequalified firms for construction engineering and inspection services to administer construction on the soon to be constructed Longmeadow Road Extension Project in Portsmouth NH.

Statements of Qualifications **will be accepted until Thursday, May 6, 2021 at 12:00 p.m.** at the **Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.**

The project is intended to link Lang and Longmeadow Roads in order to more safely route traffic across Route 1 using the Ocean/Longmeadow Road Signal. The City has received federal funds through the Highway Safety Improvement Program (HSIP) grant for this project administered by the New Hampshire Department of Transportation (NHDOT) using the LPA process. The current estimate for the road construction is currently 1.3M.

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, and to accept any proposals that are deemed to be in the best interest of the City.

Proposal specifications may be obtained from the City's website at <http://www.cityofportsmouth.com/finance/purchasing.htm>, by contacting the Purchasing Coordinator at the above address, or by calling the Purchasing Coordinator at 603-610-7227. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

If you have any questions, please contact the Finance/Purchasing Department at (603) 610-7227 during business hours or by emailing purchasing@cityofportsmouth.com.

REQUEST FOR QUALIFICATIONS FOR LONGMEADOW ROAD EXTENSION

Construction Engineering Services

I

Introduction

The City of Portsmouth seeks Statements of Qualifications from consulting firms for construction engineering and full time inspection services to upgrade Longmeadow Road. All associated personnel must be current with their LPA accreditations.

The City has received federal funding provided by the Federal Highway Administration through the HSIP Program administered by the New Hampshire Department of Transportation (NHDOT) for 90% of the costs with a 10% match provided by the City of Portsmouth. These funds will be used for both the Construction and Construction Engineering costs.

The City of Portsmouth will manage the project through the NHDOT's Local Public Agency (LPA) system. The program allows the City to select the construction engineer and contractor, provide contract administration, coordinate public participation efforts and manage the construction of the project. All proposals submitted and any and all contracts entered into will need to be in full conformance with the current LPA Manual. Consulting Firms should review the most current version of the manual prior to submission of qualification statements to the City. It is the City's intent to finish the design portion of the project by May of 2021 and bid the project soon thereafter. The project is currently in the final design phase. The City hopes to construct this project in the summer and fall of 2021.

The Project Area includes about 2000' of new road and drainage infrastructure and is located generally behind Service Federal Credit Union at 3003 Lafayette Road.

II

Scope of Work

MEETINGS:

It is assumed that the following meetings will require the consultant's attendance as provided below. The Consultant shall be responsible for recording and preparing meeting agendas and minutes as well as providing meeting materials as requested by the City.

- Pre-Construction conference with City/NHDOT/Contractor (Assume 1 meeting)
- Weekly Construction Meetings
- Meetings with OFC officer as needed (assume monthly)

CONSTRUCTION SERVICES:

Construction Engineering & Inspection must be in full conformance with the most current LPA program.

The major responsibilities of construction oversight and inspection include:

- 1) Observing that all phases of the project for compliance with the plans, specifications, and contract including checking line and grade;
- 2) Monitoring that the project is maintained in such a way that allows for the safe and efficient movement of traffic through the Work Zone in accordance with the MUTCD and approved Traffic Control Plan (TCP);
- 3) Monitoring that all phases of the project are constructed in compliance with project specific environmental commitments, permit requirements, and “Best Management Practices”;
- 4) Promoting a safe work environment through observation and monitoring that the contractor is compliant with all applicable OSHA and state safety requirements and sharing observations with the contractor with the goal of a safe working environment;
- 5) Providing for quality control through quality assurance and materials testing;
- 6) Rejecting materials and work that does not comply with the plans and specifications;
- 7) Preparing and managing all documentation related to the construction phase of the project;
- 8) Approving payments for work completed satisfactorily;
- 9) Assisting the NHDOT Office of Federal Compliance with federal and state labor requirements and documentation
- 10) Providing as-builts drawings on State Plane Coordinates and close out documents in conformance with the LPA manual.

Licensed PE or architect: The construction oversight is required to be under the supervision of a licensed Professional Engineer (PE), but this does not mean that the PE is necessarily the Construction Administrator (CA) or person doing the day-to-day inspection. The PE is the person in responsible charge of the project and must be LPA certified. The PE needs to oversee the CA or person assigned to the project on a day-to-day basis is fulfilling the major responsibilities listed above. The CA or on-site Construction Administrator doing the day-to-day inspections must have both the LPA and OFC training certifications up to date. See section 5 from the LPA manual.

Sub-consultants: The consultant or project sponsor should hire sub-consultants when special expertise is needed. These typically include certified materials testing personnel, geotechnical experts, inspectors of steel fabrication and painting, wetlands scientists, or archeologists and historical consultants.

III Submittal Requirements

The Consultant shall submit three (3) bound copies of a non-price Statement of Qualifications and one (1) **separate sealed** rate sheet for construction administration and inspection services to complete the scope of work. **Proposals will be accepted until Thursday, May 6, 2021 at 12:00 p.m. at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.**

The following items shall be included in the non-price proposal submission.

1. Firm Description – provide a brief description of the firm including firm size and areas of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.
2. Project Team – Provide names and resumes of key professional staff who would be assigned to the project. Each team member's education and experience shall be listed. The team leader shall be designated. It will be required that at least one member of the team will be a licensed Professional Engineer in the State of New Hampshire. The engineering firm will also be required to be certified in the NHDOT's Local Public Agency (LPA) process and familiar with Federal Aid Highway Projects (FAHP).
3. Relevant Experience – Provide the details of relevant experience and past performance of the consultant and its team members on comparable signal coordination projects. This item should cover, at a minimum, the substantive nature of comparable projects. Consultants are required to give sufficient information of their experiences to permit the City to understand and verify the exact nature of the contributions made by the Consultant to the projects listed.
4. References – Provide the name, title, locations, and phone number of persons who can substantiate the consultant's referenced experiences as listed in Item #3 above.
5. Statement of Project Requirements – The consultant shall state in succinct terms its understanding of what is required by this Request for Proposal.
6. Scope of Services – Describe in narrative form the Consultant's approach and technical plan for accomplishing the work listed herein.
7. Rate Sheets – The consultant shall submit in a **separate sealed envelope** hourly rates for those members of its staff who are anticipated to be assigned to the project.

Scope and fee: The consultant should submit a scope and fee to the project sponsor and NHDOT outlining the work tasks and detailing all charges associated with construction oversight. Please review the most current version of the LPA manual for all of the current requirements including job close outs. The scope and fee should include a written description of the work tasks and a spreadsheet listing the:

- Tasks;
- Estimated work hours for each task and class of labor;
- Direct labor rate for each class of labor;
- The total for direct labor;
- The overhead factor for the labor; and
- The costs for direct expenses such as survey layout if needed, mileage, as-built survey on State Plane Coordinates, Material Testing Allowance, plotting, photos, etc.

IV Selection Criteria

All responsive submittals shall be reviewed and the City may conduct interviews of short-listed firms. Each team shall be evaluated based on the following criteria:

- A. Team Qualifications and Experience
- B. Qualifications of Project Manager, CA, and other Key Staff
- C. Understanding of Project Objectives
- D. Responsiveness to City's and State Requirements reflected in Proposed Scope
- E. Adherence to the Project's Schedule

Upon review of the non-price proposals, and interviews, if so used, the City shall rate the firms in order of preference. The top rated firm shall be notified of its standing. The Rate Sheets of the top-ranked firms shall be opened. The City will attempt to negotiate a mutually satisfactory contract with the top rated firm, negotiating scope and price as may be in the city's best interest. The City may terminate the negotiations with the top-ranked firm without prejudice at any time and commence negotiations with the second ranked firm. If no agreement can be reached with the second rated firm, the City may move to the third, and so forth. Once negotiations are terminated with a firm, they may not be reopened.

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposals that are deemed to be in the best interest of the City, and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract.

The City also reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the firm. Firms may be requested to execute releases for information. Failure to provide a release upon request will result in disqualification.