

CITY OF PORTSMOUTH, NH
RFP #38-24
REQUEST FOR PROPOSALS
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES
for
BARTLETT STREET AREA CONSTRUCTION PROJECT
CITY OF PORTSMOUTH PROJECT #7238

The City of Portsmouth is requesting proposals from qualified consultants for construction engineering and inspection services on the soon to be constructed Bartlett Street Area Reconstruction project in Portsmouth, NH.

Proposal 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 #38-24, Construction Engineering and Inspection Services, Bartlett Street” 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 **2:00 pm on Tuesday March 19, 2024**.

In addition to a sealed proposal plainly marked as indicated a complete proposal must also include one (1) rate sheet for construction administration services necessary to complete the scope of work. Rate sheet must be in its own separate, sealed envelope, plainly marked **“RFP # 38-24, Construction Engineering and Inspection Services, Bartlett Street-Rate Sheets”**.

Requests for additional information or for administrative questions must be directed in writing to purchasing@cityofportsmouth.com and will only be answered in writing. The **deadline for questions and requests for additional information is Tuesday March 12, 2024 @ 2:00 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 by Thursday March 14, 2024 @ 4:00 p.m.

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.

Project Background

The City of Portsmouth is requesting proposals from qualified consultants for construction engineering and full-time inspection services on the soon to be constructed Bartlett Street Area Reconstruction project in Portsmouth, NH.

The City of Portsmouth has completed the design of the Bartlett Street Area Reconstruction project with the bid opening in February of 2024. The City of Portsmouth Public Works will assign a Project Manager who will manage the project with the assistance of the selected

consultant. The City anticipates the construction of the project to begin in the Spring 2024 with substantial completion in the Summer of 2025.

The Project Area includes Bartlett Street from Cate St. to Dennett St., Thornton Street from Woodbury Ave. to Bartlett St. and misc. side road extensions. There is an Add/Alt to include the area of Morning Street from Woodbury Ave. to Bartlett St. The work shall include the replacement of the existing underground public utilities (about 2400' of new water main, 1800' of new sanitary sewer main, and 1800' of new stormwater main). The project also includes reconstruction of the existing roadway, curbing, and sidewalks.

Drawings for the project are currently available online at the City of Portsmouth - Finance – Bids and Proposals (BID #38-24) for your reference.

Scope of Work

1 - MEETINGS:

It is assumed that the following meetings will require the consultant's attendance and participation 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.

- A. Pre-Construction conference with City, Original PE Designer & Contractor (Assume 1 meeting)
- B. Pre-Construction public meeting (Assume 1 meeting)
- C. Weekly On-Site informal Construction Meetings (Assume 46 meetings)
- D. Formal Monthly Construction Meetings (Assume 12 meetings)

2 - CONSTRUCTION SERVICES:

The major responsibilities of construction oversight and inspection include:

- A. Full time inspection to observe all phases of the project for compliance with the plans, specifications, and contract including checking line and grade. (Assume 2300 Hours of on-site RPR time).
- B. 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).
- C. Monitoring to ensure that all phases of the project are constructed in compliance with project specific environmental commitments, permit requirements, and "Best Management Practices".
- D. Promoting a safe work environment through observation and monitoring to ensure the contractor is compliant with all applicable OSHA and state and local safety requirements and sharing observations with the contractor with the goal of creating and monitoring a safe working environment.
- E. Providing for quality control through quality assurance and materials testing.

- (Provide \$10,000.00 budget for testing fees/services and outside consultants if needed)
- F. Rejecting materials and work that does not comply with the plans and specifications.
 - G. Preparing and managing all documentation related to the construction phase of the project.
 - H. Approving payments for work completed satisfactorily.
 - I. Providing as-builts drawings on State Plane Coordinates and close out documents in conformance with City standards. Original CAD design plans will be furnished as a base drawing for the as-builts.

Licensed PE: 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 (RPR). The PE is the person in responsible charge of the project. The PE needs to oversee the CA and/or RPR assigned to the project on a day-to-day basis fulfilling the major responsibilities listed above. The PE is also responsible for ensuring the project is completed following the design intent and reviewing the design plans and specifications as needed to determine intent. The PE will also be responsible for communication with the project's designer as necessary to maintain design intent.

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

Submittal Requirements

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

1. Firm Description and location – 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. An on-site trailer office will not be available for 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 be a licensed Professional Engineer in the State of New Hampshire.
3. Relevant Experience – Provide the details of relevant experience and past performance of the consultant and its team members on comparable coordination projects. This item should cover, at a minimum, the substantive nature of comparable projects. Consultants are required to give sufficient information about 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. Describe specific tasks associated with

corresponding labor assignments.

The following items shall be included in a **separate sealed envelope** submission:

Scope and fee: The consultant should submit a scope and fee outlining the work tasks and detailing all charges associated with construction oversight. The scope and fee should include a written description of the work tasks and a spreadsheet listing the:

- Rate sheets (hourly) for those members of its staff who are anticipated to be assigned to the project;
- Estimated work hours for each task and class of labor as described in the Scope of Work;
- Estimated total direct labor costs;
- The costs for direct expenses such as mileage, as-built survey on State Plane Coordinates, Material Testing Allowance, plotting, photos, etc.

Evaluation Criteria

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

1. Responsiveness to submission requirements. 10 points
2. Qualifications of firm and project team members. 30 points
3. Previous related work and references. 20 points
4. Strength of proposed scope of services. 15 points
5. Project budget. 10 points
6. Availability of team. 15 points

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. 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. Upon agreement in negotiations being made by both parties, the City will execute a City standard contract.

INDEMNIFICATION AND INSURANCE REQUIREMENTS

The Contract will require the Consultant to agree to indemnify 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 coverages shall be subject to contract negotiations.

RESERVATION OF RIGHTS

The City reserves the right to negotiate a contract for specific tasks identified in this scope of work depending on funding availability.

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.