

**RFP #46-17
REQUEST FOR PROPOSALS**

CITY OF PORTSMOUTH, NH

DESIGN ENGINEERING SERVICES

Maplewood Avenue Downtown Portion – Complete Street Project

Sealed Requests for Proposals, plainly marked “RFP #46-17 Design Engineering Services for Maplewood Avenue Downtown Complete Street” on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **2:00 p.m. on April 27, 2017.**

SCOPE OF WORK: The City of Portsmouth is requesting proposals from qualified firms for the following project:

It is the city’s intent to develop a “complete street” design for Maplewood Avenue between Congress Street and the bridge over the North Mill Pond. This project is identified as a high priority project in the City’s Bicycle and Pedestrian Plan adopted in August 2014 which was determined by a feasibility study that was completed under the direction of the Planning Department in April 2014. The study evaluated potential improvements to the street that would support the City’s Complete Streets policy. The goals are to enhance the comfort, appeal, and safety for all travelers along this approximately 1/2 mile corridor. The project will include sidewalk widening, on-street parking, streetscape improvements, the addition of bike amenities, crosswalk improvements, travel lane reductions, signal upgrades, and other traffic calming measures as well as related underground utility work. Questions about the project will be taken until **April 20, 2017** and should be directed to Juliet Walker, Portsmouth Planning Department at (603) 610-7296, jthwalker@cityofportsmouth.com.

Specifications and Request for Proposal forms may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website <http://www.cityofportsmouth.com/finance/purchasing.htm>. 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 procedural questions please contact the Finance/Purchasing Department at the following number: (603) 610-7227 or through email, purchasing@cityofportsmouth.com.

CONTINUE BELOW FOR THE COMPLETE RFP DOCUMENT

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PROJECT DESCRIPTION

It is the city’s intent to develop a “complete street” design for Maplewood Avenue between Congress Street and the bridge over the North Mill Pond. This project is identified as a high priority project in the City’s Bicycle and Pedestrian Plan adopted in August 2014 which was determined by a feasibility study that was completed under the direction of the Planning Department in April 2014. The study evaluated potential improvements to the street that would support the City’s Complete Streets policy. The goals are to enhance the comfort, appeal, and safety for all travelers along this approximately 1/2 mile corridor. The project will include sidewalk widening, on-street parking, streetscape improvements, the addition of bike amenities, crosswalk improvements, travel lane reductions, signal upgrades, and other traffic calming measures as well as related underground utility work.

The project is broken into three (3) phases as follows:

- 1) Conceptual Design: Determination of the recommended layout
- 2) Preliminary Design: Preliminary design plans and opinion of project costs
- 3) Final Design: Prepare final design and construction documents of proposed improvements

PHASE 1 – CONCEPTUAL DESIGN

Field Visits

Conduct field visits as necessary during the conceptual design phase.

Traffic Study

A traffic study to confirm travel and turning lane requirements and intersection capacity. The study should start with the analysis conducted for the Maplewood Ave Complete Street Feasibility Study as well as recent traffic studies undertaken for proposed private development projects in the downtown.

Base Map

The City will provide GIS based data for the corridor for use in the Conceptual Design. The consultant will need to verify the data is regards to apparent existing utilities, curb to curb widths, physical features, lane markings, etc.

Public Meeting

The consultant shall lead one public meeting for residents and businesses. The initial meeting will identify concerns of businesses, residents and project abutters and explain the design process. A plan of existing conditions and recommended proposed changes on Maplewood Avenue of sufficient quality and size for public presentation purposes shall be used for these meetings. A map of the entire work area of sufficient quality and size for public presentation purposes shall also be provided to facilitate discussion about traffic circulation.

For all meetings the consultant shall be responsible for recording the events of the meeting and site visits. Special attention shall be made to ensure business and resident concerns are recorded with name, address and specific comments and/or concerns noted. The consultant will provide a means of soliciting input from residents and abutters not comfortable with speaking in a public setting. This meeting's notes shall be finalized in coordination with City representatives.

Develop Conceptual Plan

Incorporating input from the public meeting and other studies, develop a color graphic conceptual plan of proposed improvements of sufficient quality and size for public presentation purposes. The plan should include information about roadway modifications, on-street parking supply as well as landscape treatments such as street trees, sidewalks, curbing, bicycle lanes, etc. Conceptual plan layout should incorporate the recommendations of the City's 2014 Bicycle Pedestrian Plan and the Maplewood Ave Complete Street Feasibility Study. The consultant will record the feedback received from the public meeting with the goal of using the feedback to refine the conceptual plan and develop preliminary design. After receiving approval from the City to do so, the Consultant will move into preliminary design.

PHASE 2: PRELIMINARY DESIGN

Land Survey

Survey shall extend approximately 25 feet beyond the ROW on either side of Maplewood Avenue or to the fronts of all buildings as appropriate. Intersections shall be surveyed 100 feet from the edge of pavement of Maplewood Avenue. Surveyor shall define the right of way and locate property monuments along the corridor. This survey will become property of the City of Portsmouth and an electronic copy of the survey will be given to the City. The survey must be based on NH State Plane Coordinate System (NAD 1983) and vertical datum shall be on NAVD 1988. The coordinates shall be established using survey grade GPS or by tying into NHDOT or City of Portsmouth control monuments.

Utility Study

Preliminary utility study to provide locations, sizes, depths, etc., of all the utilities occupying this portion of the Maplewood corridor. Close coordination with Fairpoint, Eversource (PSNH), Comcast, Bayring and Unutil will be required.

Utilities Upgrades and Coordination

Based on the Utility Study, the consultant shall evaluate any improvements required for the existing underground and overhead utilities including water, sewer, drainage, natural gas, communications and electric utilities. The consultant shall develop a conceptual plan for utilities to review in close coordination with City Department of Public Works, Eversource, Comcast, Unutil, Fairpoint, and others as necessary. A minimum of two coordination meetings for each utility shall be planned for this effort. Coordination with businesses and residents in the area should be anticipated. The preliminary design plan will include the existing and proposed locations for utility corridors of all utilities underground and overhead. This plan will be coordinated with the surface roadway layout and will be finalized as part of the final design. Water main size to be based on the City's latest Water Master Plan, dated May 2013, or as directed by the City.

Subsurface Investigations

Take 12 borings and probes throughout the project area to evaluate the subsurface conditions of the existing roadway, and make recommendations based on the evaluation for most effective solutions for roadway rehabilitation and utility locations. Consultant shall develop a plan for subsurface investigation that includes depth and location of borings and probes.

Street Trees and Landscaping

Project team must include a landscape architect to identify/assess existing tree species and health and, if necessary, identify street trees for removal. Landscape architect should make recommendations for specific locations and species of new street trees and landscaping along the entire corridor.

Field Visits

Conduct field visits as necessary during the preliminary design phase.

Permitting

Develop and prepare all necessary permit applications, and attend regulatory board meetings as needed. The City is responsible for any and all permit fees. The consultant will coordinate and prepare all requisite permit applications to support streetscape, roadway reconstruction, and utility improvements. Depending on the square footage of the disturbed area and location of impacts, permits and approvals required for this project may include the following State Permits as necessary: Wetland and Alteration of Terrain.

Meetings with City Staff and City Committees

Meet, as needed, with the City Department of Public Works and Planning staff as assigned to review and discuss project design issues and complete the project in a satisfactory manner. The consultant shall be responsible for recording the events of these meetings and preparing minutes with a summary of action items for distribution. This task shall include one meeting each (total of 2) with the Parking and Traffic Safety Committee and the Trees and Greenery Committee.

The consultant's project manager shall take the lead in setting project meeting dates with City staff with all meeting dates to be established well in advance.

Public Meeting

The consultant will present the Maplewood Avenue streetscape preliminary design plans in a collaborative workshop environment with the goal of using the feedback to refine the preliminary design plans before proceeding to final design plans.

Preliminary Design Plans & Opinion of Cost

Based on input received from City staff, Regulators and Committees, neighborhood residents and project abutters, develop preliminary design plans for the proposed improvements. The preliminary plan shall address multimodal transportation, on-street parking, landscape treatments, street furniture and lighting, public transit stops, bicycle lanes, sidewalk design, intersection improvements, traffic signaling, and the vehicular travel way. Provide an estimate of project cost based on the preliminary design.

The preliminary plan shall address grade, drainage design, waterline design, sewer design, coordination with utilities to identify work (e.g., gas, telecom, electricity, etc.), impacts to abutters and any additional ROW or drainage easements needed to construct the project.

After receiving approval from the City to do so, the Consultant will move into final design.

PHASE 3: FINAL DESIGN PLANS AND SPECIFICATIONS

Meetings with City Staff and City Committees

Meet, as needed, with the City Department of Public Works and Planning staff as assigned to review and discuss project design issues and complete the project in a satisfactory manner. The consultant shall be responsible for recording the events of these meetings and preparing minutes with a summary of action items for distribution. This task may include one meeting each (total of 2) with the Parking and Traffic Safety Committee and the Trees and Greenery Committee to follow-up on any approvals not completed in Phase 2.

The consultant's project manager shall take the lead in setting project meeting dates with City staff with all meeting dates to be established well in advance.

Final Design Plans and Update Opinion of Cost

Based on feedback received on the preliminary design plans, develop final design plans, specifications and revised final cost estimates for the proposed improvements. Consultant must receive written City approval on the preliminary design plans 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. Consultant shall make project phasing recommendations and traffic control plans for the construction of the planned improvements.

Engineer shall use an appropriate plan scale. Plan and profile information is to be on the same sheets. Cross-sections are to be on their own sheets. All features shall be shown using the State of New Hampshire "Standard Symbols and Abbreviations". All property owners of record, based on City of Portsmouth Tax Assessor's information, shall be shown with book and page. Addresses shall also be shown. Plans shall exhibit a graphic scale.

The consultant shall submit three original stamped construction plans, cost estimates, and specifications. The consultant shall also provide .pdf digital versions of the final plans and specifications to be used to solicit bids. A Professional Engineer licensed in the State of New Hampshire shall stamp all plans. The consultant shall also provide the City with an electronic file of all plans and data. Media shall be in a format compatible with AutoCAD or ESRI software (that is, DWG, DXF, shape file, personal geodatabase, or ARC/INFO export format E00), with layout in accordance with City designated standards. Files shall be geo-referenced to NH State Plane Coordinates and shall be expressed in feet.

Bid Review

Review construction bids submitted and assist the City with the bid. Respond to bidders questions and prepare recommendation of award for the City to approve.

Bidding and Construction Services

Provide bidding and award related engineering services including conducting a pre-bid meeting, preparing addenda, reviewing bids and making a recommendation for award. Construction administration and oversight services may be requested by the City but are not part of this contract.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within two (2) weeks of contract signing. Conceptual design plans shall be complete and ready for public meeting within ten weeks of contract signing. Certain reasonable allowances for project completion will be allowable in relation to permitting, layout and similar tasks related to preliminary and final design.

Contract signing is anticipated to take place within three (3) weeks following proposal submission.

CITY ROLE

Planning Department staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Department of Public Works and Planning Departments will review plans and other documents prepared by the consultant. Printing (black and white) and mailing costs associated with neighborhood communications (surveys and meeting announcements) shall be the City's responsibility.

The following information is available for the Consultant's use in development of their proposal:

- 2006 digitized vector data in ACAD/ESRI format - Data includes edge of pavement, parcels, building footprint, driveway cutouts, water, sewer, and drainage, etc.
- City of Portsmouth Orthophotos from 2006
- NH DOT Orthophotos from 2010

- City of Portsmouth Bicycle and Pedestrian Plan at planportsmouth.com/bike-pedestrian-masterplan2014.html
- Maplewood Ave Complete Street Feasibility Study 2014 at www.planportsmouth.com/plansandreports.html
- New Municipal Parking Garage and Deer Street Associates Traffic Study, 2017 at www.planportsmouth.com/plansandreports.html

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the above 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) Cost Proposal -- In a separate envelop labeled "Price Proposal RFP #46-17" budget itemized by task and a total project cost stated as a firm fixed fee. Include assumed hours per task and hourly rates for project staff.
- F) References -- Three (3) references, including current contact name and phone number for similar projects.

Five paper (5) copies of the proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions. Proposer shall include a single CD/USD flash drive with an electronic PDF copy of their proposal (no Price Proposal).

EVALUATION CRITERIA AND CONTRACT DOCUMENTS

Proposals will be evaluated initially according to the following:

1. Responsiveness to submission requirements - 15 points
2. Qualifications of firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager to lead effective public meetings and proactively complete all project tasks - 30 points

3. Previous related work - 30 points
4. Understanding of required project work and schedule - 25 points

Upon review of all responsive proposals using the criteria outlined above, the City may select up to three (3) firms to interview. Following interviews, the Cost Proposal of the highest ranking firm will be opened and the firm will be invited to negotiate a final Scope of Services and fee with the City. 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 will enter into negotiations with the next highest ranking firm.

RESERVATION OF RIGHTS

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 the final contract as it may be in the best interest of the City.

The City reserves the right to negotiate directly with the firm(s) selected for additional project work including construction administration services, and/or additional project engineering and design services at the hourly rates shown in the proposal submitted in response to this RFP.

The City 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.

ADDITIONAL INFORMATION

Requests for additional information should be directed to Juliet Walker, Portsmouth Planning Department at (603) 610-7296, jthwalker@cityofportsmouth.com.