

City of Portsmouth, NH
Department of Public Works

**DESIGN SERVICES
for
Peverly Hill Road Reconstruction Project**

REQUEST FOR QUALIFICATIONS 47-14

INVITATION

The City of Portsmouth seeks Statements of Qualifications for engineering design services to upgrade Peverly Hill Road in Portsmouth NH. Sealed Statements of Qualifications will be accepted until Tuesday March 25, 2014 @ at 2:00 p.m. at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.

The project is intended to create a “complete street”. “Complete Streets” are streets that are designed and operated to enable safe access for all users, including bicyclists, public transportation vehicles and riders, and pedestrians of all ages and abilities. The Portsmouth City Council has adopted a Complete Streets Policy, which commits the City to “approach every transportation improvement and project phase as an opportunity to create safer, more accessible streets for all users,” and to use the best and latest design standards available.

Bike lanes, sidewalks, drainage improvements, utilities & roadway cross section elements will need to be designed as part of the effort. The scope shall also include the design of low-impact storm water treatments to clean the storm water from the road.

The City has received a CMAQ grant for this project with 80% of the funding provided by the Federal Highway Administration through the CMAQ Program administered by the New Hampshire Department of Transportation (NHDT), and a 20% match provided by the City of Portsmouth. The City also has additional funds that will be used in order to upgrade the road as it is anticipated that the grant will not cover the entire construction cost.

The City of Portsmouth reserves the right to reject any and all submitted statements of qualifications, to waive technical or legal deficiencies, and to accept any statements of qualifications that deem to be in the best interest of the City.

The Request for Qualifications (RFQ) document may be obtained from the City’s web site at www.cityofportsmouth.com or by contacting the Purchasing Coordinator at the above address, or by calling the Purchasing Coordinator at 603-610-7227. Addenda to the RFQ document, 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 between 9 a.m. and 4 p.m.

**REQUEST FOR PROPOSAL FOR
DESIGN SERVICES
Peverly Hill Road Reconstruction Project**

**I
Introduction**

The City of Portsmouth seeks Statements of Qualifications from consulting firms for engineering design services to upgrade Peverly Hill Road. The entire length of the road from Route 33 (Middle Road) to Route 1 (Lafayette Road) will need to be redesigned.

The City has received a CMAQ grant for this project with 80% of the funding provided by the Federal Highway Administration through the CMAQ Program administered by the New Hampshire Department of Transportation (NHDOT), and a 20% match provided by the City of Portsmouth. The City also has additional funds that will be used in order to upgrade the road as it is anticipated that the grant will not cover the entire construction cost.

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 design consultant and contractor, provide contract administration, coordinate public participation efforts and manage the design and construction of the project. All statements of qualifications 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 statements of qualifications to the City. It is the City's intent to finish the design portion of the project by October of 2014.

**II
Purpose and Need**

The Peverly Hill Road as it exists today is a narrow two lane roadway that carries approximately 10,000 vehicles a day. The road is also a principal truck route for deliveries for businesses on the road as well as Route 1. Asphalt and aggregate delivery trucks, concrete trucks and the City's Public Works Department are all common travelers. This level of traffic on such a narrow roadway creates an environment that is not conducive to the safe travel of pedestrians or bicyclists. It is the City's intent to redesign the road so that all modes of transportation can exist harmoniously together.

**III
Project Goals**

Bicycle Safety & Sidewalks

The proposed design must include provisions for bicyclists and pedestrians. Although sidewalks exist for about 1000' in the area near the Mirona Road Intersection and adjacent to both ends of the road, there are large gaps in the sidewalk network of the roadway that need to be constructed. With the exception of the area nearest Route 1, there are currently no bike lanes or paths on the road.

Roadway Strength and Lane Width

The road was originally a farmer's lane that has been adapted over the years. Since the road base was never intended to be utilized by large numbers of trucks and 10,000 vehicles a day, the entire roadway cross section needs to be redesigned and reconstructed with materials suitable for the uses that depend on it.

Drainage

There are currently multiple locations with poor or no surface drainage on the road. Likewise, there are multiple culverts that are undersized or otherwise compromised. New drainage outfalls may need to be explored and rights to them acquired in order to properly drain the roadway. It is likely that the only spot to release the storm water from the road area is adjacent to the Sagamore Creek crossing on Greenleaf Avenue. It is anticipated that multiple permits and easements will be required in order to upgrade the drainage.

Sight distance and Intersection Safety

There are currently areas of the road with substandard sight distance issues that need to be addressed for both driveways and roadway intersections. Sightline easements may be necessary.

Speed

The road has been posted at 25 MPH for many years in an attempt to slow down vehicles. Long tangent sections, hills and a general lack of close vegetation on the west side give an open feel to the road that causes traffic to travel at higher than desired speeds. The east side of the road has many closely spaced homes that generally were built with minimal front yard setbacks. This causes conflict between the motoring vehicles and the residents in housing adjacent to the road.

IV

Coordination with Other City Projects

The engineer shall coordinate efforts with any previously approved projects in the area. At this time, the only actively developable site is located near Route 1, behind the Five Guys burgers.

V

Scope of Work

The Project Area should include the full length of the road from Route 1 to Route 33. Also, Greenleaf Avenue from Peverly Hill Road to a point 650' from Peverly Hill which is just past the Sagamore Creek culvert crossing will be included in the design.

1. TASK 1: DATA COLLECTION:

Perform a survey of the existing conditions showing all elevations, structures, easements, observable landmarks (i.e. edge of road, centerline, driveways, sidewalks, buildings, trees, structures with inverts, etc.) and utilities. The survey and datum will need to be tied into the State Plane Coordinate System. The

consultant shall investigate and determine the existing limits of right of way (ROW) and show it on the plan. The consultant shall accurately delineate the existing ROW in which the work will be performed. Prior to the survey commencing, the Engineer shall locate all probable locations for drainage opportunities so that they too can be surveyed. All areas in or near wetlands shall be flagged as such and the wetland locations shall be field located. It is likely that at least some of the road drainage will have to go down Greenleaf Ave to the Sagamore Creek culvert area therefore, this area should also be included in the survey.

2. BASE PLAN PREPARATION:

The City can provide aerial imagery and GIS utility data for the area as needed. This data is to be used supplementary to the survey data acquired by the consultant. If additional data is required beyond the City's base maps, the Consultant will be responsible for obtaining that data.

3. ENGINEERING STUDY & TRAFFIC ANALYSIS:

The Consultant will perform an engineering study in order to determine the appropriate lane widths, cross sections, materials, slopes, speeds, styles etc. of all highway elements. Traffic and truck counts will be required to determine ESAL values for pavement design, recommended lane and shoulder widths and to revise signal timings as needed for the Peverly/Banfield traffic signal. The Consultant shall provide a drainage study of the area to determine cross culvert and roadway drainage design for the project.

The Consultant should use the data acquired in the Engineering Study to compile conceptual plans for presentation to City Staff which should show multiple design alternatives. After selection of the best conceptual plans by City Staff, develop colorized graphic conceptual plans of proposed improvements of sufficient quality and size for public presentation purposes. The plans should include information such as proposed cross sections, drainage areas, ROW takings or easements required, landscape treatments such as street trees, sidewalks, and esplanades etc. The consultant should plan on attending the public meetings for this project.

4. PRELIMINARY DESIGN:

Based on the selected conceptual plan, the consultant will then develop preliminary design plans for City of Portsmouth and NHDOT approval prior to proceeding to final design. The preliminary plans will include, but not be limited to:

- Location plan
- General plan
- Typical details
- Typical Cross Sections
- Handicapped Ramp details
- Utility plans, if required (gas line, pole locations etc.)
- Water & Sewer plans if required (The City is currently researching if upgrades are needed)
- R.O.W., easement, alignments, and Curb Ties as needed
- Pavement Markings and Signage
- Signalization Plan
- Documentation of proposed variance from minimum city, state, or federal design standards (if applicable)

- Itemized cost estimate using, to the maximum extent practical, item numbers, nomenclature, descriptions, and materials and construction requirements that are contained in the Standard Specifications for Road and Bridge Construction, State of NHDOT latest edition. Method of measurement and basis of payment for items used may be modified by Special Provision at the discretion of the designer. Special items unique to the project will require their own Special Provisions.

5. RIGHT OF WAY AND EASEMENT PLANS:

Following the approval of the Preliminary Plans, the Consultant shall prepare all plans and deed descriptions as needed to secure any easements and/or acquisitions to construct the project. It is likely that ROW and/or easements will be needed for permanent drainage, sidewalks and slopes and also temporary construction impacts.

6. ENVIRONMENTAL & CULTURAL DOCUMENTATION AND PERMITTING:

The Consultant will be responsible for identifying any impacts on the environment caused by the project. Existing natural, cultural, and social resources will be reviewed and documented by the consultant as described in the latest version of the *LPA Manual, section 17*.

Since the project is federally funded, Section 4(f) of the USDOT Act and Section 106 of the National Historic Preservation Act allow the NH Division of Historical Resources (NHDHR)/State Historic Preservation Office (SHPO) the opportunity to review the project's impacts on potentially sensitive historic and cultural resources. The Consultant will be responsible for conducting a preliminary review to identify potentially historic and archaeological resources in the project area. The results of these findings and any recommendations from NHDHR will be properly documented.

The consultant may be required to prepare air quality or noise modeling to determine the project's impact on adjacent receptors. The results of these modeling sessions will be stated in the environmental document, if needed.

The Consultant will be responsible for preparing all applications and obtaining all pertinent environmental permits or approvals on behalf of the City. The following permits should be expected although this is not a complete list:

- NH Dredge and Fill Permit (including Army Core review).
- Comprehensive Shoreland Permit
- Project review/approval from Portsmouth Conservation Commission
- Project review from NH Department of Fish and Game
- Project review from Natural Heritage Bureau
- Project review from NH Division of Historical Resources

All permit fees incurred will be considered a reimbursable expense by the City.

7. FINAL DESIGN:

Following the preliminary plan and environmental permitting approvals, the Consultant will prepare final design plans, specifications, and estimate for City final review and approval. The final design plans will consist of two separate design review submissions:

- Preliminary PS&E for review by the City and State
- Final PS&E

Following the construction bid, the Consultant will review all bid submissions for completeness and attend the pre-construction meeting with the City and Contractor.

The Preliminary PS&E submission shall include a Preliminary Traffic Control Plan and Prosecution of Work for discussion with the City. Each submission shall include a list of the project items and descriptions of variances from the minimum City and State design standards. Following the review of the Final PS&E submission, the Consultant shall make any minor revisions and submit a copy of the plans with a copy of the calculations, which shall be stamped by a Professional Engineer in the State of New Hampshire for use in construction bidding. All design computation sheets and plans shall also be submitted in electronic format for the City's future use.

Original construction plans will become the property of the City of Portsmouth. A professional engineer licensed in the State of New Hampshire will stamp all plans. The consultant will also provide the City with electronic files containing all engineering data in AutoCAD format.

8. MEETINGS:

It is assumed that eleven (11) 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 presentation plans as requested by the City.

- Progress Meetings with City Staff (Assume 4 meetings)
- Public Informational Meeting (Assume 1)
- Environmental Resource Meeting (Assume 2)
- Abutters Meeting (Assume 1)
- Utility Coordination Meeting (Assume 1)
- Pre-Bid meeting with City/ Prospective Contractors (Assume 1)
- Pre-Construction meeting with City/Contractor (Assume 1)

9. CONSTRUCTION SERVICES:

Construction Engineering & Inspection will not be part of this design contract; however a contract amendment to include these services may be negotiated at a later time.

VI Submittal Requirements

The Consultant shall submit three (3) bound copies of the Statements of Qualifications and one (1) separate sealed rate sheet for design services to complete the scope of work. **Statements of Qualifications will be accepted until Tuesday March 25, 2014 at 2:00 p.m. at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.**

The following items shall be included in the statements of qualifications 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 Qualifications.
6. 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 RFQ. The Consultant shall submit a schedule for completing the scope of work.
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.

VII 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
- B. Qualifications of Project Manager, Lead Designers, and other Key Staff
- C. Understanding of Project Objectives
- D. Responsiveness to City's Requirements reflected in Proposed Approach/Scope
- E. Adherence to Project Schedule

Upon review of the statements of qualifications, 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 statements of qualifications, to waive technical or legal deficiencies, to accept any statements of qualifications that are deemed to be in the best interest of the City, and to negotiate terms and conditions of any statement of qualification 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.