

**RFP #54-19  
REQUEST FOR PROPOSALS**

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

**DESIGN ENGINEERING SERVICES FOR FLEET STREET ROADWAY RECONSTRUCTION**

**Sealed Requests for Proposals, plainly marked "RFP #54-19 Design Engineering Services for Fleet Street Roadway Reconstruction" 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. July 18, 2019.** Questions about the project will be taken until Thursday, **July 12, 2019.**

**SCOPE OF WORK:** The City of Portsmouth's Department of Public Works is requesting proposals from qualified firms for the following project:

The City of Portsmouth's Department of Public Works is requesting proposals from qualified firms to provide engineering design services for roadway reconstruction, traffic signal, utility, and other improvements for Fleet Street and the combined sewer area surrounding Fleet Street. Project work will include a conceptual/preliminary design to establish utility layouts in the existing combined sewer area that includes Fleet Street. The utility layout will include consideration for other public and private utilities and a recommendation to handle flat roof drain inflow. Preliminary design will include utilities and roadway reconstruction for Fleet Street from Hanover Street to Court Street and will include roadway alignment, curbs, crosswalks, sidewalks, pedestrian amenities (lighting, signage), intersection, utility sizing and layout, permitting and opinion of cost. Future phases of work may include final design, bidding and construction phase engineering services.

There will be a **mandatory pre-proposal meeting on June 27, 2019 at 10:00 a.m.** at Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH in the Training/Conference Room. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

Request for Proposal forms may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at <https://www.cityofportsmouth.com/finance/purchasing-bids-and-proposals>. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

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 any proposal that may be in the best interest of the City.

If you have any questions please contact the Finance/Purchasing Department at the following number: (603) 610-7227.

**Continue below:**

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**DESIGN ENGINEERING SERVICES FOR FLEET STREET ROADWAY RECONSTRUCTION**

**Sealed Requests for Proposals, plainly marked "RFP #54-19, Design Engineering Services for Fleet Street Roadway Reconstruction" 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 July 18, 2019**. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Questions about the project will be taken until Thursday, **July 12, 2019**.

**FUNDING**

This project is funded by the sewer enterprise fund.

**MANDATORY PRE-PROPOSAL MEETING**

There will be a **mandatory pre-proposal meeting on June 27, 2019 at 10:00 a.m.** at Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH in the Training/Conference Room. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

**PROJECT BACKGROUND**

This area was identified for sewer separation as part of the City's Long Term Control Plan to minimize combined sewer overflows. The project is required to be completed through a Supplemental Compliance Plan and the City's Consent Decree with the Environmental Protection Agency by October 2023. The City intends to incorporate into the sewer separation project full utility and roadway reconstruction as described herein.

**SCOPE OF WORK**

It is the city's intent to conduct the following work as part of this contract: 1. Develop the sizing and alignment for sewer separation in the combined sewer area that includes Fleet Street with consideration for other utilities and 2. Reconstruct Fleet Street from Hanover Street to Court Street. See Figure 1. The work has been broken into phases as described below. **Only the first two phases of work will be authorized as part of the negotiated scope of services. Additional phases of work may be authorized.**

The City has a number of ongoing and previously completed studies in the area of Fleet Street and Market Square that should be taken into consideration in the utility planning and preliminary design of the Fleet Street Roadway Reconstruction. These include the following:

2018 Downtown Traffic Study (to be provided)  
2017 Complete Streets Design Guidelines  
<http://files.cityofportsmouth.com/files/dpw/PortsmouthCompleteStreetsGuideJuly2017.pdf>  
2014 Bicycle and Pedestrian Plan  
<https://www.cityofportsmouth.com/planportsmouth/bicycle-pedestrian-plan>  
2013 Water System Master Plan  
[http://files.cityofportsmouth.com/publicworks/Portsmouth\\_WaterSystem\\_MasterPlan\\_2013.pdf](http://files.cityofportsmouth.com/publicworks/Portsmouth_WaterSystem_MasterPlan_2013.pdf)  
2010 Long Term Control Plan Update  
<http://files.cityofportsmouth.com/publicworks/wwmp-draftjune2010.htm>  
2017 Post Construction Monitoring Plan  
<http://www.portsmouthwastewater.com/PDFs/RevisedFinalCSOreport.pdf>  
2017 Supplemental Compliance Plan Report  
<http://files.cityofportsmouth.com/files/ww/scp122217.pdf>  
Closed Circuit Television Inspection of Accessible Sewer Reaches (to be provided to selected consultant)

### **Concept/Preliminary Design: Sewer Basin Utilities**

Identifying proposed approach to accomplish sewer separation of stormwater drainage and sewage for the combined sewer basin area that includes Fleet Street. See Figure 1 for limits. The deliverable shall provide recommended alignment, sizes, needs, depths etc. of all the utilities occupying the identified combined sewer area. This will incorporate the sewer separation plan. The work will include setting up proposed locations for all the utilities including those not maintained or operated by the City of Portsmouth. Close coordination with private utilities will be required. The utility locations for the sewer separation area will be used to plan utilities on other City projects and project phasing should be considered in the final recommended alignments.

#### Base Mapping:

The City of Portsmouth will provide base mapping for the project area in the form of GIS that includes surface features, City utilities and 1-ft contours. The base map will need to be supplemented by the consultant with additional information for other subsurface and overhead utilities. An existing conditions survey of Fleet Street was completed in 2007 by James Verra and Associates, Inc., Newington, NH and will be made available.

#### Flat Roof Drain Evaluation and Identification:

The City has an ongoing infiltration and inflow removal program and a Long Term Control Plan to reduce combined sewer overflows. As part of this project the consultant will investigate and recommend solutions for flat roof drain separation. This will include identifying properties with combined flat roof drainage and sanitary sewage plumbing, estimating the volume and rate of flat roof runoff contribution to the existing combined and/or proposed separate sewer system, and recommendations for reducing or eliminating this contribution. This work should include inspections with a licensed plumber and prior to inspections a minimum of one public information meeting will be necessary. The selected approach for handling flat roof drains shall be incorporated into the sewer and drain sizing and alignment as appropriate.

#### Utilities Upgrades and Coordination:

The consultant will deliver a conceptual/preliminary plan with existing and proposed locations of all utilities underground and overhead. The consultant will develop a proposed approach to the sewer separation, size proposed sewer and drain utilities, and establish the alignment of the sewer and drain utilities in the sewer

basin limits shown on Figure 1. The consultant shall include identified improvements for other existing underground utilities including water, natural gas, and communications and overhead electric and communication utilities. This will require close coordination with City Department of Public Works, Eversource, Comcast, Unitil, Fairpoint and others as necessary. A minimum of two coordination meetings for each utility shall be planned for this effort. Coordination with the businesses in the area should be anticipated.

#### Meetings with City Staff and Field Visits

In addition to those meetings identified elsewhere in the work, meet as needed with the City Department of Public Works and Planning staff 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. The consultant's project manager shall take the lead in setting project meeting dates with City staff and the neighborhood, with all meeting dates to be established well in advance. Conduct field visits as necessary during the design phase.

#### **Preliminary Design: Fleet Street Roadway Reconstruction**

Develop preliminary design plans for Fleet Street Roadway Reconstruction including utilities and roadway reconstruction plans from Hanover Street to Court Street. Plans shall incorporate the recommendations of the Concept/Preliminary Design of utilities as well as roadway details including, sidewalks, intersection designs, signal improvements, and roadbed and pavement types and thicknesses.

#### Land Survey:

Base mapping shall include full topographic survey and utilities. An existing conditions survey was completed in 2007 by James Verra and Associates, Inc., Newington, NH and will be made available. This survey shall be updated and extended to include 100-feet along each intersecting roadway. The survey shall include all existing buried utilities, public and private. This final 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 State Plane Coordinates and shall be a vertical datum as agreed upon with the City.

#### Subsurface Investigations:

Take borings and probes throughout the corridor to evaluate the subsurface conditions of the existing roadway, and make recommendations based on the evaluation for most effective solutions for roadway reconstruction. Depth of borings shall be 1.5 times the depth of the deepest utility. Frequency of borings and probes will be a minimum of every 100 feet and where refusal is met additional probes at 25 feet on either side of the refusal location will be necessary. Consultant shall recommend additional investigations as necessary including those for establishing the recommended pavement and pavement subgrade design.

#### Public Meetings and Conceptual Plan:

**Initial Public Meeting:** The consultant shall lead public meetings for residents and businesses along Fleet Street. 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 Fleet Street (using City GIS information) of sufficient quality and size for public presentation purposes shall be used for these meetings.

**Conceptual Plan:** Incorporating input from the kickoff public meeting(s) and engineering studies, develop a color graphic conceptual plan of proposed improvements of sufficient quality and size for a second public presentation. The plan should include information about roadway modifications, on-street parking supply (by block) as well as landscape treatments such as street trees, sidewalks, drainage improvements, etc.

At conceptual design level determine replacement requirements and establish design criteria for water, sewer, and drainage utilities. Incorporate the result of the proposed sewer separation approach. Determine location, pipe type, required connections, and schematics. Coordinate the water main replacement with the City's Water Master Plan. Identify properties where flat roof drains need to be evaluated.

**Second Public Meeting:** A second public meeting will be held once the conceptual plan is completed. The consultant will present the streetscape concepts in a collaborative workshop environment with the goal of using the feedback to refine the conceptual plan and develop the preliminary design.

For all meetings the consultant shall be responsible for recording the events of the meeting and site visit with the neighborhood. 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 and be made available to stakeholders using the City's website.

#### Permitting

In this phase of work, the consultant shall identify all necessary local, state and federal permits needed for this project as well as the intended schedule for permit submittal, review, and approval. This area of the City is within the Local Historic District and was listed in the National Register of Historic Places in June 2017. The consultant may need to coordinate with the NH Division of Historical Resources and the NH Natural Heritage Bureau. The consultant will need to submit on behalf of the City a Request for Project Review to the NH Division of Historical Resources as required under Section 106 of the National Historic Preservation Act of 1966. Any additional phases of archaeological work, Phase 1A and 1B, will be determined based on the review and will be included in the final design phase of work.

#### Preliminary Design Plans & Opinion of Cost

Based on input received from City staff, neighborhood residents and businesses, develop preliminary design plans for the reconstruction of Fleet Street from Hanover Street to Court Street. The preliminary plan shall address multimodal transportation, parking supply and landscape treatments where possible. The preliminary plan shall address grade, drainage design, waterline design, sewer design, sewer separation, 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. Preliminary engineering plans shall be of sufficient quality and size for public presentation purposes. Provide an estimate of project cost based on the preliminary design.

#### Meetings with City Staff and Field Visits

In addition to those meetings identified elsewhere in the work, 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 up to four meetings (total of 4) with public committees (e.g. Parking, Traffic and Safety Committee, Trees and Greenery Committee, etc.). The consultant's project manager shall take the lead in setting project meeting dates with City staff and the neighborhood, with all meeting dates to be established well in advance. Conduct field visits as necessary during the design phase.

**THE FOLLOWING TASKS ARE POTENTIAL FUTURE PHASES AND ARE NOT INCLUDED IN THE MANHOUR LEVEL OF EFFORT AND COST PROPOSAL**

**Potential Future Phase - Final Design: Fleet Street Roadway Reconstruction**

Potential additional work includes the final design and development of biddable construction documents for the Fleet Street Roadway Reconstruction improvements. This work may be completed under this contract depending on the City's needs and would be negotiated as a change to the contract. Final design may include, but not be limited to, permitting, additional subsurface investigations, additional public meetings, development of final engineering plans and a project manual (contract and technical specifications), City and state review of documents, and 60% and final opinion of cost. The final schedule for final design and construction will be dependent upon coordination with other City projects.

**Potential Future Phase – Bidding and Construction Administration and Oversight: Fleet Street Roadway Reconstruction**

Potential additional work includes bidding and construction administration and oversight. This would include bidding coordination with the City of Portsmouth Purchasing Department, 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 four weeks of contract signing. Certain reasonable allowances for project completion will be allowable in relation to permitting, layout and similar tasks.

**CITY ROLE**

Public Works staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Public Works and Planning Departments will review plans and other documents prepared by the consultant. Printing 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, topography (1-ft contours), etc.
- City of Portsmouth Orthophotos from 2015 and NH DOT Orthophotos from 2010
- Fleet Street Existing Conditions Plan James Verra and Associates, Inc., Newington, NH dated May 2, 2007.
- Studies previously listed and available on the City's website.

**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 also be provided. The teams experience working together on the same projects shall be highlighted. 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. Man-Hour Level of Effort: Provide a proposed man-hour level of effort for the **Concept/Preliminary Design: Sewer Basin Utilities** and **Preliminary Design: Fleet Street Roadway Reconstruction** in table format coordinated with the anticipated list of tasks to complete the work. The man-hour level of effort shall be comprehensive and inclusive of all the total man-hours to complete the project. The man-hour summary shall include all in-house man-hours for the primary firm (and any teamed firms). The man-hour level of effort does not need to include the man-hours for sub-consultants or sub-contractors. Please provide a list of proposed subcontracted services (e.g. survey, geotechnical, licensed plumber, etc.). Do not include any fee associated with the level of effort in the proposal.
- F. In a separate envelop labeled "Price Proposal RFP #54-19" provide a total project cost stated as a total not to exceed fee. Include assumed hours per task, hourly rates for project staff and labor multiplier. Only the highest ranked firm based on qualifications and interviews will have the price proposal opened.
- G. Three (3) references, including current contact name and phone number for similar projects. If possible, include references to previous projects where the proposed team executed the work.

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 electronic PDF copy of their proposal (no Price Proposal).

## EVALUATION CRITERIA

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 and the project teams' past experience working together. 30 points
3. Previous related work with particular preference toward similar type of project. 30 points
4. Understanding of required project work, approach 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.

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.

#### **CONTRACT FOR SERVICES**

Upon selection, the highest ranking firm will be invited to enter into contract negotiations with the City. The contract format will be a labor multiplier (including fixed fee) with not to exceed maximum price. 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. The Contractor will be required to maintain commercial, automobile and professional liability insurance in commercially reasonable amounts. Contractor will be required to indemnify the City for Contractor's negligent acts in performance of the Contract. 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.

#### **ADDITIONAL INFORMATION**

Requests for additional information should be directed to Terry Desmarais, P.E., City Engineer, Public Works Department at (603) 766-1421 or [tldesmarais@cityofportsmouth.com](mailto:tldesmarais@cityofportsmouth.com).



