

City of Portsmouth
Portsmouth, New Hampshire
Police Department
Indoor Firing Range Upgrade

REQUEST FOR PROPOSAL

INVITATION

Sealed proposals, **plainly marked** "POLICE DEPARTMENT INDOOR TRAINING FIRING RANGE UPGRADE – RFP#63-06" **on the outside of the envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until JUNE 19, 2006 at – 1:00PM.

The City of Portsmouth is seeking proposals for the upgrade of its existing firing range. A mandatory pre-proposal meeting which will be held June 9, 2006 at 10:00AM, at the Portsmouth Police Department. It is required that bidders contact Karen Senecal 603-610-7400 to confirm attendance at the meeting.

Request for proposal forms may be obtained from the City of Portsmouth web site: www.cityofportsmouth.com, or by contacting the Purchasing Department at 1 Junkins Avenue, Portsmouth, New Hampshire 03801, or by calling the Purchasing Clerk at 603-610-7227. **Please continue below for the entire Request for Proposal.**

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 is in the best interest of the City. Additionally, the contract will be awarded contingent upon FY 07 budget approval and funding appropriations by the City Council.

If you have any questions please contact the Purchasing Clerk at 603-610-7227.

A. Background

The current range, located within the City Hall complex, has been in existence since the Police Department moved to the facility in 1991. Over the past few years the department has upgraded various components of the range. The purpose of this project is to replace the existing bullet trap system to a model that will reduce/eliminate lead dust in the trap area by capturing the bullet intact and will accommodate rifle training, which is not a current capability.

B. Scope of Services

The Portsmouth Police Department has not determined which method of upgrading the firing range is best suited for the project and project costs are likely to impact the option(s) selected.

Firms submitting proposals should discuss in their proposals and submit prices for (1) range trap lead abatements and (2) installation of granular bullet trap, collection and recycle system.

The Police Department anticipates that the work for Item 1 will consist of:

1. Abatement of Lead in current range trap system and surrounding area
2. Disposal of lead waste
3. Abatement Monitoring and Testing Services
4. All OSHA, EPA and State required Reporting

Firms/persons performing such work must be listed with the New Hampshire Department of Environmental Services as a pre-qualified contractor under the classifications of Lead Abatement.

The Police Department anticipates that the work for Item 2 will consist of:

1. Installation of frame and granular bullet trap system that is rated to .50 caliber
2. Installation of bullet collection, separation, and recycle system

Note: The City will remove the old trap system after the lead abatement is completed.

It will be required as part of the contract that the employees of the selected firm(s) involved in the project will be subject to criminal background checks.

C. Description of the Procurement Process

- A) Delivery of Proposals:** Proposals shall be submitted/sent to the Purchasing Clerk at 1 Junkins Avenue, Portsmouth, NH 03801. All proposals shall be filed prior to the time indicated and at the place specified. The proposal shall include the cost proposal in a

separate sealed envelope. Proposals received after the time for opening of the proposals will be returned to the consultant, unopened. Faxed proposals are **NOT ACCEPTABLE**.

- b) **Evaluation of Proposals:** The Selection Committee will review and evaluate the written responses to the Request for Proposal (RFP). The Selection Committee may conduct interviews. Firms making proposals must respond in writing to all requirements of this RFP. Firms with no prior experience and submittals that do not meet the minimum requirements will not be considered.
- c) **Selection:** The top ranking candidate(s) will be invited to negotiate a contract with the City of Portsmouth. Price is but one element that will be considered in the selection of the firm. The City may elect to enter into multiple contracts as part of this proposal process given the scope of services sought. Should the City and the selected firm(s) not be able to reach an agreement, the City will then negotiate with the second-highest ranked firm. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated.
- d) **Reservation of Rights:** This Request for Proposal (RFP) does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP, if it is in the best interest of the City to do so. The City reserves the right to undertake such investigation as it deems necessary to verify the qualification of the firm for this project.
- e) **Request For Proposals - Minimum Requirements:** Submittals shall consist of and be evaluated on, the following:
 - i) Qualifications of the Firm: This section shall describe the firm and include a description of relevant experience. If the services to be offered include Lead Abatement, the firm should provide proof that it is qualified to do so by the New Hampshire Department of Environmental Services.
 - ii) Scope of Services: Describe in narrative form the scope of services the firm is prepared to provide. The firm may elect to offer only those services identified as Item 1, Lead Abatement, and/or offer only those services identified as Item 2, Installation of Granular System.
 - iii) Project Schedule: Provide a project schedule.
 - iv) References: Provide the name, title, locations and phone number of persons who can substantiate the firm's referenced experiences.

- vi) Price Proposal: Identify the cost of the work described in the Scope of Services (section ii). The cost of work should be itemized by task as appropriate.
- vii) Warranty: Submit any warranty information offered for the work performed and/or equipment installed.

D. Mandatory Site Visit

There will be a mandatory pre-proposal meeting on June 9, 2006 at 10:00 a.m. at the Portsmouth Police Department. It is required that bidders contact Karen Senecal 603-610-7400 to confirm attendance at the meeting.