

City of Portsmouth, NH

**DESIGN SERVICES
for
Lafayette Rd / Middle St Bicycle Facilities**

REQUEST FOR PROPOSALS 63-14

INVITATION

The City of Portsmouth seeks a Proposal for engineering design services for Lafayette Rd / Middle St Bicycle Pedestrian Facilities.

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 Proposal clearly marked “**RFP 63-14, Design Services, Lafayette Rd / Middle St Bicycle Facilities**” on the outside of the mailing envelope will be accepted until **12:00 p.m. May 2, 2014** at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.

Requests for additional information should be directed in writing to Juliet Walker, Transportation Planner, at jthwalker@cityofportsmouth.com. **The deadline for questions and requests for additional information is April 25, 2014.**

Addenda to this RFP, if any, including written answers to questions will be posted on the City of Portsmouth website under the project heading.

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

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.

REQUEST FOR PROPOSALS FOR DESIGN SERVICES

Lafayette Rd / Middle St Bicycle Facilities

I. Introduction

The City of Portsmouth seeks Proposals from consulting firms for engineering design services to improve Route 1 (otherwise known as Lafayette Road and Middle Street) from the intersection with Andrew Jarvis Drive to the intersection of Congress Street for safe bicycle and pedestrian travel.

The project is intended to create a “complete street”. “Complete streets” means the street is designed and operated to enable safe access for all users, so that pedestrians, bicyclists, motorists, and public transportation users of all ages and abilities are able to safely move along and across the road.

Lafayette Road and Middle Street (Route 1) connect many of Portsmouth’s close-in, older neighborhoods to downtown, St. Patrick School, the middle school, and the high school. Providing dedicated bike lanes and/or shared lane markings along this route will encourage students to ride to school and will also encourage people throughout the community to use bicycles more frequently as their chosen mode of transportation. In addition to connecting neighborhoods to the middle school and St. Patrick School, students in grades K through 8 and their families will likely use all or portions of this route to travel to the public library, Alumni and Leary Fields and the South Mill Pond Playground, Lafayette Park and Playground, and the Indoor Pool and athletic fields at the high school.

This section of Route 1 (Lafayette Rd and Middle St) as it exists today is a two lane roadway of varying width that carries approximately 11,000 vehicles a day. There are sidewalks on both sides of the road with the exception of sections south of Lafayette Road Professional Park and between Willard Ave and Middle Road. In these portions, there is a sidewalk only along the east-side of the road. Sidewalk improvements have already been made from the intersection with Congress St to Aldrich Ave. On-street parking is permitted along portions of the roadway and striped shoulders / parking lanes are provided in some sections, as well. Although this roadway is listed by regional organizations as a primary bicycle route through the city, it has no existing bicycle route signs, lanes or pavement markings.

The City has received a Safe Routes to School (SRTS) grant for this project with 100% of the funding provided by the Federal Highway Administration (FHWA) through the SRTS Program administered by the New Hampshire Department of Transportation (NHDOT). The City also has additional funds that may be used as it is anticipated that the grant may not cover the entire project 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 proposals 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 qualification statements to the City. It is the City's intent to finish the design portion of the project by November of 2014.

II. Purpose and Need

The purpose of this project is to improve road safety for cyclists and pedestrians and to create a bicycle route to connect neighborhoods to schools and downtown locations. This design process will consider all possible options for this route within the existing Right-of-Way and determine the most effective way to create a dedicated on-road bike route that is safe and usable for bicyclists of all ages. This project will also evaluate pedestrian crossings at the intersections along this section of Route 1 to consider where improvements might be necessary to improve safety and accessibility.

III. Project Goals

Bicycle Safety

The proposed design must include designated on-road travel ways for bicycles. There are currently no bike lanes or paths on the road or other guidance for motorists and bicycles to share the road safely. In order to increase safety for bicyclists and motorists, this project should evaluate feasibility for providing bicycle lanes, bicycle route signs, and/or bicycle route pavement markings along the entire corridor.

Bicycle and Pedestrian Crossings

The proposed design should include safe crossing areas for pedestrians and bicyclists. There is currently only one signalized pedestrian crossing located at the South St intersection. This roadway travels through dense residential neighborhoods and key destinations are located on either side of the corridor. In order to increase safety for pedestrians and cyclists traveling across this corridor to points east and west, improvements could be considered at key locations along the corridor including adding or improving crosswalks and signs, reducing crossing distances, reducing traffic speeds, and improving pedestrian visibility.

IV. Coordination with Other City Projects

The Consultant shall coordinate efforts with any previously approved projects in the area. There are currently no active City projects proposed for this area.

V. Scope of Work

The Project Area should include the section of Route 1 (Lafayette Rd and Middle St) from the intersection with Andrew Jarvis Drive to the intersection of Congress Street.

1. BASE PLAN PREPARATION:

Using existing GIS information available from the City, the Consultant shall prepare a plan of existing conditions showing existing limits of right-of-way (ROW), available elevations, structures, easements, observable landmarks (i.e. edge of road, centerline, driveways, sidewalks, buildings, trees, structures with inverts, etc.) and utilities.

2. ENGINEERING STUDY

The Consultant will perform an engineering study in order to determine the appropriate lane widths, cross sections, materials, speeds, styles etc. of all highway elements. Traffic counts as well as speed and parking studies may be required to recommend lane and shoulder widths and to revise signal timings as needed. The Consultant should use the data acquired in the Engineering Study to prepare conceptual plans for presentation to City & NHDOT Staff which should show multiple design alternatives. After approval of the conceptual plans by Staff, the Consultant shall 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 signage and crosswalk treatments. The Consultant should plan on attending the public meetings for this project.

3. PRELIMINARY DESIGN:

Based on City & NHDOT approved 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
- Pavement Markings and Signage
- 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.

4. 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.

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

5. 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 NHDOT
- Final PS&E

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 NHDOT 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.

6. MEETINGS:

It is assumed that ten (10) 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 2)
- Environmental Resource Meeting (Assume 2)
- Abutters Meeting (Assume 1)
- Pre-Bid meeting with City/ Prospective Contractors (Assume 1)

7. 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 four (4) bound copies of a non-price proposal and one (1) sealed original price proposal that includes for design services to complete the scope of work. Submittals shall be printed on two sides of the page and shall not have a plastic cover. **Proposals will be accepted until, 12:00 p.m. May 2, 2014 at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.**

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

1. Firm Description – provide a brief description of the firm including firm size and areas of specialization.
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 staff member that will be in charge of design 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 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 Proposal.
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 RFP. The Consultant shall submit a schedule for completing the scope of work.

The following shall be included in the price proposal submission:

1. The Consultant shall submit a proposed project budget itemized by task and total project cost stated as a firm fixed fee. Labor and direct costs should be identified by task. Hourly rates for project staff shall also be provided.

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

Upon review of the non-price proposals, 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 Price Proposal(s) of the top-ranked firm(s) 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 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.

VIII. Contract Document

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.

VIV. Additional Information

Questions and requests for additional information should be directed in writing to Juliet Walker in the City of Portsmouth Planning Department at jthwalker@cityofportsmouth.com. The deadline for questions and requests for additional information is **April 25, 2014**. Answers will not be sent directly to interested parties. Written answers to questions will be posted on the City of Portsmouth Finance / Purchasing Department's website under the project heading in the form of an addendum.

X. Indemnification and Insurance Requirements

The Contract will require the Consultant to agree to pay on behalf of 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.

XI. 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 of Portsmouth reserves the right to reject any or all submittals, to waive technical or legal deficiencies, to proceed or not to proceed with any

subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

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.