

RFP # 69-18
REQUEST FOR PROPOSALS

CITY OF PORTSMOUTH, NH
DEPARTMENT OF PUBLIC WORKS

ENGINEERING SERVICES

Subaqueous Water Transmission
Main Design

Sealed Requests for Proposals, plainly marked “RFP # 69-18 Engineering Services – Subaqueous Water Transmission Main Design” 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 June 19, 2018.

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

Engineering services for assessment and design of a replacement subaqueous water transmission main under the Little Bay from Durham to Newington, New Hampshire.

The City of Portsmouth operates a regional water system that includes a surface water treatment facility in Madbury, New Hampshire that pumps water to a booster station in Newington via a 24-inch main. The 24-inch transmission main is connected to two 20-inch mains that run approximately 3,200 feet under the Little Bay from Durham, New Hampshire to Newington, New Hampshire. According to engineering reports, the current subaqueous pipe is Molox pipe, 250-lb class. This Molox pipe has a ball-and-socket joint, and each joint was bolted together with 24 bronze bolts. This type of joint was very flexible and enabled the contractor to install the pipe by means of a chute, hinged from the back of a barge. The two 20-inch pipes were laid in trenches dug in the bottom of the bay, so as to have two feet of earth cover. Divers were used to inspect the trench before the pipe was laid and also to check the backfill operation. Periodically the pipelines were tested by means of air pressure, in order that any leaks might be detected by air bubbles before the trench was backfilled. There are valves located on either side of the bay in valve boxes. The valves were never routinely operated and are located in very deep pits so exercising them is currently not recommended. Replacement of these valves and valve pits is deemed the best option for control and shutdown of the line.

Final design shall include all documents, drawings, specifications, and permit applications necessary for the City to bid out for construction at a later date. Currently, construction is not anticipated until late in 2020, however, due to the critical nature of this infrastructure, the City would like to have a “shovel ready” design on the shelf in case a failure of the pipeline should occur sooner than that date.

There will be no pre-proposal meeting for this project. The top rated firms will be selected for an interview to determine the final selection of a consultant for this project.

Request for Proposal forms may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at 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. It is the responsibility of the bidder to check the website for any addenda issued prior to submitting proposal.

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.

Requests for additional information should be directed to Ray Pezzullo, Assistant City Engineer at (603) 766-1755.

CONTINUE BELOW FOR THE COMPLETE RFP.

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FUNDING

This project is funded by the City’s Capital Improvement Fund.

DELIVERABLE TASKS – Initial Scope of Work

Task 1 Review Existing Conditions and Preliminary Engineering Assessments

The consultant will conduct site visits and field investigations as needed to become familiar with the project area. Previous work on this project includes a preliminary assessment by Stantec: “Newington Transmission Main – Short Term and Long Term Alternative.”

Task 2 Perform Preliminary Design

The consultant shall review past engineering and operating information and shall meet, as needed, with City Department of Public Works staff as assigned to review and discuss project design issues. Consultant shall evaluate various means and methods of construction and pipe materials in order to make a recommendation for a preferred replacement alternative for the two 20-inch pipes under Little Bay, the connections to the 24-inch water main, and associated appurtenances. Consultant shall be prepared to attend meetings with the State of New Hampshire, Towns of Durham and Newington to discuss the project and determine any additional requirements necessary for construction. The consultant shall be responsible for recording the events of meetings and preparing minutes including a summary of action items for distribution. Meeting notes shall be finalized in coordination with City DPW staff.

The Preliminary Design shall include all components that will need to be performed in order to proceed with final design, including subsurface investigation, identifying necessary permits and easements (temporary and permanent), and providing updated cost estimates for construction. Deliverables will be a Preliminary Design Report with all necessary documentation.

Task 3 Provide Updated Cost Estimates of Proposed Options

The consultant shall provide a cost estimate of proposed options for final engineering, construction and construction administration for project.

ADDITIONAL PROJECT PHASES:

Following the completion of Tasks 1 through 3, the consultant may be asked to submit a scope of work and tasks to complete final design. This work will be subject to available funds from the City's Water Enterprise Fund.

Task 4 Final Design Plans and Specifications

Pending an additional contract with the City the consultant shall develop final design plans, specifications and revised final cost estimates for the subaqueous water transmission main construction. Consultant must receive written City approval on the preliminary design plans from the City Engineer 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.

Engineer shall use a plan scale of 1" = 20' and a profile scale of 1" = 4'. Plan and profile information is to be on the same sheets. Cross-sections are to be on their own sheet. All features shall be shown using the State of New Hampshire "Standard Symbols and Abbreviations". All property owners of record, based on Town of Durham and Town of Newington Tax Assessor's information, shall be shown with book and page number. Addresses shall also be shown. Plans shall exhibit a graphic scale.

The consultant shall submit original construction plans and specifications and eight sets of bound plans and contract documents at a level of detail which can be used for solicitation of construction bids. A Professional Engineer licensed in the State of New Hampshire shall stamp all plans. The consultant shall also provide the City with a compact disk (CD) or digital versatile disk (DVD). 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 specifications will follow the City of Portsmouth's format.

Task 5 Permitting

Develop and prepare all necessary permit applications, and attend regulatory board meetings as needed. The consultant will coordinate and prepare all requisite permit applications to support the project. 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: Wetland, Shoreland Impact, and Alteration of Terrain, which may include coordination with the NH Division of Historical Resources, the NH Natural Heritage Bureau, the NH Department of Fish and Game as well as the US Army Corps of

Engineers and National Marine Fisheries Service. The consultant is to identify any additional permits required for the City to proceed with construction. If timeframes are such that permits have to be obtained just prior to construction in 2020 then these shall be developed in preliminary form such that they will only need to be updated at a later date just prior to construction.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within four (4) weeks of contract signing. Certain reasonable allowances for project completion will be allowable in relation to permitting, layout and similar tasks.

Contract signing is anticipated to take place within four (4) weeks following selection of successful firm.

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 Water Division 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 review at the Public Works Department, 680 Peeverly Hill Road, Portsmouth, NH from 7:30 a.m. to 3:30 p.m. Monday through Friday:

- 2006 digitized vector data in ACAD/ESRI format.
- City of Portsmouth Orthophotos from 2006.
- “Newington Transmission Main – Short Term and Long Term Alternatives” – Stantec, September 5, 2017 – including an underwater video inspection of the exterior of the pipeline.

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the below required elements as section headings. Where applicable, information should be separated into consultant and sub-consultant project listing:

- 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. Firm Experience- Provide details of consultant's experience in providing engineering design, contract administration, and construction inspection services for the installation of water mains under waterways for up to three crossings. Submit a detailed description of each project, role of the consultant, project cost, actual project delivery schedule, project owner and client.
- C. 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 public meetings shall be clearly identified.

- D. Statement of project understanding- The consultant shall state in succinct terms their understanding of what is required by this Request for Proposal.
- E. Scope of Services (for Tasks 1 through 3 only) - 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.
- F. Man-Hour Level of Effort (for Tasks 1 through 3 only): Provide a proposed man-hour level of effort 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 the total to complete the project. **Do not include any fee associated with the level of effort in the proposal.**
- G. References - Provide three (3) references, including current contact name, title, organization, phone/cell number, and email, for similar projects.

Five (5) copies of the proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions. Proposed shall include a single CD/DVD with an electronic PDF copy of their proposal (not including price proposal).

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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 including sub-consultants. Particular attention will be given to the experience and demonstrated ability of the project manager to lead and proactively complete all project tasks. 30 points
- 3. Previous related work. 30 points
- 4. Understanding of required project work and schedule. 25 points

PROCESS AND CONTRACT

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 City shall negotiate a fee and contract with the highest ranking firm. When the contract is executed by both parties, the Consultant will be instructed to commence providing the work outlined in 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.

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 Ray Pezzullo, Assistant City Engineer at (603) 766-1755.