

Synthetic Turf Field Replacement

RFP# 44-22 Request for Proposal

Design Engineering Services for Portsmouth High School Turf Field Replacement

Sealed proposals, plainly marked “RFP #44-22 Design Engineering Services for Portsmouth High School Turf Field Replacement” on the outside of the envelope, delivered to the Purchasing Office 3rd Floor, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, addressed to the Finance/Purchasing Department, will be accepted until **10:00 a.m. on August 8th, 2022,** at which time all bids will be publicly opened and read aloud.

The City of Portsmouth is seeking qualified professional engineering consultant to develop construction plans, permits applications, construction specifications, schedule, and cost estimates suitable for replacement of the multipurpose synthetic turf playing field at Portsmouth High School, 50 Andrew Jarvis Drive, Portsmouth, NH 03801.

There will be a mandatory walk-through on July 26, 2022 at 10:00 a.m. All sections of the work shall be completed by terms of the contract.

If you would like to obtain a copy of the Request for Proposal you may visit our website at

<http://www.cityofportsmouth.com/finance/purchasing.htm>.

Addenda to this Request for Proposal document, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading at least two (2) days prior to the proposal due date. Addenda and updates will NOT be sent directly to vendors. Questions may be addressed to the Purchasing Coordinator at purchasing@cityofportsmouth.com.

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.

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INSTRUCTION TO BIDDERS

1. Preparation of RFP Proposal

- A. The bidder's proposal must be signed by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his/her name and post office address must be shown, by a partnership the name and post office address if each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
- B. All words, figures, corrections shall be in ink or typed. All signatures shall be in ink.
- C. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Bidders submitting a proposal should check the web site for addenda and updates after the release date. Bidders should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

2. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the owner at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable.

3. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his/her proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

4. Public Opening of Bid Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

5. Irregular Proposals and Disqualification of Bidders

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Bid proposals that are irregular may be rejected. Irregular bid proposals include the following:

- A. Failure to use the bid form provided or alteration of the form.
- B. Unauthorized additions, conditional or alternated bids, incomplete bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- C. The addition of any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

Bidders may be disqualified and the bid proposal rejected for the following reasons:

- A. More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
- B. Evidence of collusion among bidders;
- C. Failure to submit all required information requested in bid specifications;
- D. Bidder is not qualified or able to provide the services or product(s) described in the bid specifications; or
- E. Disqualification is in the best interest of the City of Portsmouth.

In the event any irregularities are contained in the proposal guaranty, the bidder will have four business days (not counting the day of opening) to correct any irregularities. The corrected guaranty must be received by 4:00 p.m. If irregularities are not corrected to the satisfaction of the Owner, the Owner, in its sole discretion, may reject the bid.

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RFP #44-22 REQUEST FOR PROPOSALS

CITY OF PORTSMOUTH, NH SCHOOL DEPARTMENT

Design Engineering Services for Portsmouth High School Turf Field Replacement

1. PROJECT SUMMARY

- A. The Portsmouth School Department is requesting proposals from qualified professional engineering consultants to develop construction plans, permits applications, construction specifications, schedule, and cost estimates suitable for public bidding for replacement of the multipurpose synthetic turf playing field at Portsmouth High School.
- B. The Portsmouth School Department seeks design of a new multipurpose synthetic playing field comprised of safe and reliable materials designed to protect children, the community and the environment. The successful consultant will have experience in designing synthetic turf playing fields and in presenting those designs to policy making bodies as well as the public at large. Consultants should be aware that in 2020, the City of Portsmouth installed a new synthetic turf field located at Community Campus. Since that installation, there has been significant public conversation regarding the new turf field.
- C. Consultants responding to this Request for Proposals shall have extensive experience, background, and qualifications in the provision of the services described herein.
- D. This Request for Proposals does not constitute a solicitation for bids and is intended solely to obtain proposals from professional consulting firms.
- E. The Municipality is not responsible for third party-supplied RFP documents. The Portsmouth School Department reserves the right to negotiate with one or more consulting firms and select a consulting firm from the pool of responses resulting from this Request for Proposals.

2. Overview

- A. The Consultant shall provide all engineering, geotechnical, environmental and land survey services necessary to provide Portsmouth School Department with construction plans and bid documents for a new multipurpose synthetic turf field.
- B. The scope of work shall include investigation and analysis of the existing conditions, impervious surface and stormwater management calculations, review of current codes and standards, preliminary and final design of proposed synthetic multipurpose turf field and drainage improvements.
- C. Synthetic turf fields are considered impervious surfaces for stormwater management calculations; stormwater improvements shall be designed in accordance with the current (at the time of design and permitting) local and state stormwater management regulations.

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- D. Bidding and construction services shall be contracted for in a separate phase, based upon the final scope of the construction documents.
3. **Kick-Off Meeting.** All necessary parties to meet at Portsmouth High School Athletic Complex with the Consultant to review project expectations and scope.
 4. **Conduct Data Gathering Of The Existing Conditions.** The Consultant shall conduct all work related to gathering existing conditions data such as a field survey, drainage survey, etc. and preparing maps and other explanatory documents. This task also includes the identification of the permits that will be required, if any, by local, state and federal agencies.
 5. **Prepare Preliminary Schedule, Plans, Specifications and Cost Estimate.** The Consultant shall submit PDF versions for review prior to the Preliminary Design.
 6. **Present the Plan at Meetings for Public Comment.** The Consultant may need to prepare and present the necessary documents including but not limited to a site plan, impervious surface calculations, details, and stormwater plan at public meetings, which may include the following public bodies:
 - A. Portsmouth Conservation Commission;
 - B. Portsmouth Planning Board;
 - C. Portsmouth School Board; and,
 - D. Portsmouth City CouncilThese meetings are anticipated to occur at various stages of project and plan development. All of the meetings will take place on a weekday evening.
 7. **Preliminary Design Review.**
 - A. The Consultant shall review the current industry leading synthetic turf and provide a written recommendation of the products to be used on this project. Products used in this project will be required to be PFAS free and written documentation will be required.
 8. **Prepare and Submit Final Plans and Specifications for Public Bidding.**
 - A. The Consultant shall prepare signed and sealed final plans, specifications, and construction cost estimates for public bidding. Signed and sealed engineer's report, drainage calculations, operations and maintenance manuals, and any other supporting documents shall be submitted for Portsmouth School Department records.
 9. **Deadline**
 - A. Engineering, design, and construction plans to be completed by **October 14, 2022.**

10. FORMAT FOR SUBMISSION OF PROPOSALS

- A. To assure consistency, responses shall conform to the following format:
 - i. Scope of services
 - ii. Firm description including any subconsultants
 - iii. Project team organization chart and resumes
 - iv. Statement of project understanding- The consultant shall state in succinct terms their understanding of what is required by this Request for Proposal.
 - v. 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

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- 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.
- vi. Project list and at least three (3) client 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.
 - vii. Hourly fee proposal with “Not to Exceed” cost.
 - viii. Project schedule.

11. EVALUATION CRITERIA

Proposals will be evaluated initially according to the following:

- A. Responsiveness to submission requirements. 15 points
- B. 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
- C. Previous related work with particular preference toward similar type of project. 30 points
- D. 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.

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12. 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. The City will not indemnify the contractor or subcontractors. 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.

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Exhibit A: Insurance Requirements

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

AMOUNT OF INSURANCE

- A) Comprehensive General Liability:
Bodily injury or Property Damage - \$1,000,000/\$2,000,000
Per occurrence and general aggregate
- B) Automobile and Truck Liability:
Bodily Injury or Property Damage - \$1,000,000/\$2,000,000
Per occurrence and general aggregate

Additionally, the Contractor shall purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.
- B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- C) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

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