

CITY OF PORTSMOUTH
Portsmouth, New Hampshire

RFP #30-23 Public Works Building Additions

Sealed Request for proposals, plainly marked " RFP #30-23 Public Works Building Additions" on the outside of the mailing envelope as well as the sealed NON- PRICE PROPOSAL envelopes and the sealed PRICE PROPOSAL envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **Monday February 27th 2:00 pm** at which time all Non-Price Proposals will be opened. Three (3) copies of the non-price proposal and one copy of the price proposal must be submitted in separate sealed envelopes.

SCOPE OF SERVICES

The City is seeking qualified civil engineering firms for services pertaining to 2 proposed additions on the Public Works Department facility at 680 Peverly Hill Road. Proposed services for this RFP include a survey, geotechnical report, grading, and drainage and site improvements. Each proposal will also include conceptual plans for use in the construction of two steel building additions to be done by others as a design/build project.

PRE-BID MEETING:

There will be a **mandatory** Pre-bid meeting held on **Tuesday February 14 11:00 am**, at the **Department of Public Works, 680 Peverly Hill Road**. The mandatory pre-bid meeting shall include a tour of the site and proposed building information. Organizations not attending the mandatory meeting will not be able to submit an RFP.

Proposal specifications and proposal forms may be obtained from the City's website at **<https://www.cityofportsmouth.com/finance/purchasing-bids-and-proposals>**. Addendum to this request for proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Questions will be due February 20, 2023. Addenda and updates will NOT be sent directly to vendors.

Questions should be sent to **purchasing@cityofportsmouth.com**. Answers to questions will be posted as an addendum. The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal and to negotiate such terms and conditions of a final contract that may be in the best interest of the City

Purpose

The City of Portsmouth, New Hampshire seeks specific qualifications from interested engineering firms that are capable of providing professional services for existing geotechnical conditions information and site work related to the proposed construction of 2 additions at the facility.

Each Proposer must submit a two-part proposal, each being in its own sealed envelope, consisting of a "Price Proposal" and three copies of the "Non-Price Proposal".

Description of the Consultant Procurement Process

1. Delivery of Proposals

The sealed proposal shall be addressed to the **City of Portsmouth, 1 Junkins Ave., Portsmouth, NH 03801 attention purchasing**. All proposals shall be filed prior to the time and at the place specified in the invitation for proposals. It is noted that the proposal shall include the cost proposal and non-price proposal in separate envelopes. Proposals received after the time for opening of the proposals will be rejected and returned to the consultant, unopened. Faxed proposals are **NOT ACCEPTABLE**.

2. Submission of Written Qualifications

The Selection Committee will review and evaluate the written responses to the Request for Proposal (RFP). Consulting firms making proposals must respond in writing to all requirements of this RFP. Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information that is felt to be relevant by the proposing firm should be included after the items listed below.

The selection committee will, as a minimum, consist of three representatives from the City. Consultants with no prior experience and submittals that do not meet the minimum requirements will not be considered. The consultants' proposals will be ranked by each selection committee member in order of the proposal best addressing the needs of the CITY OF PORTSMOUTH. For example, if five proposals are submitted then each selection committee member shall rank the submitted proposals on a scale of one to five with five being the most favorable.

3. Selection

The price proposal of the top ranking candidate shall be opened and the proposer will be invited to negotiate a contract with the City of Portsmouth. Should the City and the selected firm 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.

The contract shall include among other items a requirement that the Consultant carry certain insurance policies naming the City as an additional insured. The successful Proposer shall be supplied with the available site information. Proposer shall be given **60 DAYS** from the award of the Contract in which to complete the Scope of Work.

4. Proposal Evaluation

The City reserves the exclusive right to select or reject the consultant firm(s) that it deems to be in the best interest to accomplish the project specified herein. Successful proposers should

comply with cities non-discrimination policy. In addition to the proposal amount, additional factors will be considered as an integral part of the proposal evaluation process, including, but not limited to:

- a. The consultant's ability, capacity, and skill to perform within the specified time limits.
- b. The consultants experience reputation, efficiency, judgment, and integrity.
- c. Other applicable factors as the City determines necessary or appropriate.
- d. The consultant's understanding of the City's needs, the objectives and goals to be achieved and the work involved in the project.
- e. The consultant's proposal has been prepared in accordance with the instructions of the RFP and provided a project description and scope of work, schedule, list of similar projects, company profile, personnel to be assigned and references. Client references should include the names of individuals and telephone numbers.

5. Request For Proposals - Submittals at a minimum shall consist of the following:

a. Description of Firm

Brief description of the firm including location of corporate headquarters and potential satellite office proposed to handle this project.

b. Statement of Project Requirements

Statement in succinct terms the consultant's understanding of what is required by this Request for Proposal.

c. Scope of Services

Describe in narrative form the consultant's approach and technical plan for accomplishing the work listed herein. The consultant shall provide a detailed summary of how it will develop the required tasks in accordance with the concerns and criteria listed herein.

d. Team

Provide the names, with their resumes, of all professional members of the team. Each team member's educational and experience background and special skills shall be included. The team leader(s) should be designated.

e. Relevant Experience

Provide the details of experience and past performance of the consultant on comparable projects for other utilities. 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.

f. Commitments

Provide a discussion of how the consultant will assure adequate and timely completion of this project. A description of the consultant firm's overall capability and assurance that it can meet its' commitment to successfully complete this project.

g. Project Schedule

Provide a project schedule. The required completion of the submittal of the 95% completion phase for review by the City as described in the Scope of Services is **60 DAYS** following the City's Notice

to Proceed to the selected consultant. The final documents shall be complete by the Consultant within two weeks after receipt of the City review comments

h. References

Provide the name, title, locations and phone number of persons who can substantiate the consultant's referenced experiences.

i. Costs

The consultant shall submit a cost summary required to complete the services described in its proposal for this project. Proposals shall be submitted in two parts as described in (A.).

SITE VISITATION AND ADDITIONAL INFORMATION

A **mandatory** pre-proposal meeting shall be held on **February 14th 11:00am**, at 680 Peverly Hill Rd. The mandatory pre-proposal meeting shall include a description of the proposed additions to be done by others.

SCOPE OF SERVICES

The Project is separated into two phases. The first phase will be for engineering design services and the second phase will be for engineering construction services. It is the intent to award both phases to the same consultant. At a minimum this project shall include the following phases of work. The successful Proposer shall associate each of the following tasks with corresponding costs:

PHASE 1 EXISTING CONDITIONS

Task 1-Existing Conditions Survey

Perform a topographic survey related to the building additions, totaling approximately 2.3 acres

Perform a field survey to locate topographic features including structures, observable utilities, and 1-foot contours. Include property boundary information from the available 2016 boundary plan recorded with the Rockingham County Registry of Deeds (RCRD Plan # D39897).

Work will begin within two weeks from Authorization to Proceed, assuming snow free conditions

Task 2– Geotechnical Evaluation

Subsurface Explorations- Coordinate a subsurface exploration program to evaluate the suitability of the site's subsurface conditions to support the proposed building additions. Based on available data provided by New Hampshire Granit (NH Granit), Web Soil Survey (WSS), and the New Hampshire Department of Environmental Services OneStop database, subsurface conditions are likely to consist of urban fill overlying sand and gravel overlying bedrock. Bedrock is anticipated to be encountered less than 20 feet below the ground surface.

Site History and Geologic Conditions – Review available existing United States Geologic Survey (USGS) mapping for the area to aid in preparation of the subsurface exploration and sampling program.

Exploration Layout and Coordination – Mark the proposed exploration locations in the field. The Owner will provide a utility plan showing locations of existing utilities on site, including any Underground Storage Tanks (USTs) that may be present. Locations will be established by taping off of existing site features. It is recommended that a surveyor be engaged if more accurate locations are required.

Reasonable care will be exercised in locating underground structures in the vicinity of proposed

subsurface explorations. This will include a review of plans provided by the Portsmouth Department of Public Works representatives for the site to be evaluated.

Test Borings – Subcontract with a drilling contractor to complete two days of borings within or near the proposed building additions. It is anticipated that up to four borings will be completed within the time budgeted. Borings not completed within this time frame will either be eliminated or completed under a contract amendment.

A boring will be placed at two of the proposed north building addition corners. One boring will be placed near the middle of the southern building addition, and one boring will be placed near the existing retaining wall at the location of the proposed southern building addition for better understanding of general site conditions and pavement design.

Borings will be advanced with hollow-stem augers or flush joint casing with drive and wash techniques to a target depth of 20 feet below the existing ground surface, or refusal, whichever is shallower. Split-spoon samples using Standard Penetration Test (SPT) procedures will be obtained continuously through existing fill or organic soils to a maximum depth of 6 feet, and at 5-foot maximum intervals thereafter. A 5-foot rock core will be taken in - 3 - two of the borings if refusal is encountered within proposed exploration depths. Otherwise, one offset boring will be performed to confirm refusal depths as time allows.

Groundwater levels will be noted during drilling if encountered. The location and depth of the proposed borings may be modified in the field based on actual conditions encountered during drilling. Boreholes will be backfilled with cuttings or sand if there is an insufficient amount of cuttings to fill the hole. An asphalt “cold patch” will be used at borings completed in paved areas and the area will be swept clean.

Any cuttings unable to be returned to the hole will be spread near the boring location in a vegetated upland area. If investigation derived waste (IDW) is generated that should not be placed on the ground surface, the excess soils will then be drummed, and the cost of the drum and analytical testing and disposal of drummed soils will be mutually agreed upon under a contract amendment.

Consultant will be on site to coordinate the drilling subcontractor, observe drilling and in-situ testing, log soil samples using the modified Burmister classification method, and record rock core recovery and Rock Quality Designation (RQD).

Permits/Coordination – Scheduling of field work will be coordinated with Portsmouth Department of Public Works personnel. No local permitting effort is required for these subsurface explorations. The City of Portsmouth DPW will keep the area clear of vehicles and obstructions during the geotechnical investigation. Explorations can be performed weekdays between 7 am and 5 pm without interruption.

Material Testing – Conduct three grain size analyses on select samples obtained in the explorations to aid in soil classification, assist with correlating properties of the subsurface materials, and evaluation of the suitability of materials for re-use as fill on-site. The geotechnical test results will be included in our geotechnical letter report.

Geotechnical Evaluation and Recommendation

Prepare a geotechnical evaluation letter report that provides the following:

- A brief description of the proposed structure and site grading
- Provide a description of subsurface conditions based on the explorations performed at the site and laboratory testing. Description will include exploration logs, a subsurface exploration location plan, and laboratory test results.
- Provide an evaluation of the subsurface conditions with regard to their suitability as a bearing stratum to support foundations. This evaluation will be based upon review of the SPT data, laboratory testing, and visual observation of the subsurface conditions.

- Foundation and Slab Requirements – Provide recommendations regarding suitable foundation and slab types for the subsurface conditions encountered and a commentary on building code provisions as they pertain to foundation design, including frost depth and minimum footing dimensions.
- Bearing Pressure and Settlement – Provide an allowable bearing pressure, and estimated elevation for the anticipated stratum. Provide an estimate of anticipated total and differential settlements under the recommended allowable bearing pressures.
- Lateral Earth Pressures – Provide recommendations for anticipated lateral earth pressures for site retaining walls and below grade basement walls.
- Seismic Design Criteria – Identify the seismic design parameters as specified in the New Hampshire State Building Code, including Site Class and mapped spectral response accelerations for short and 1-second periods. Include a review of the liquefaction susceptibility of the soil based on the SPT data and groundwater depth.
- Pavement Design – Provide recommendations for pavement and base course thicknesses. Gradation recommendations will also be provided for base course materials. Pavement mix design will be performed by others
- Geotechnical Construction Recommendations - Provide commentary concerning geotechnical aspects of construction. Include excavation and backfilling, temporary excavation support and dewatering, protection of adjacent structures to remain, suitability of site soils for re-use as backfill, and subgrade preparation of proposed building foundations and slabs.

The geotechnical evaluation report will be submitted within two to four weeks of completion of the explorations.

PHASE 2 DESIGN PLANS

Task 1 - Architectural Design

Prepare conceptual architectural drawings of the proposed building additions. The plans will be progressed to approximately 20% design level for use in developing a building program with the City of Portsmouth DPW. These plans are intended for use in a “Design/ Build” bidding process only and are not intended to be used for construction.

The conceptual architectural design will include a performance-based specification for use in the “Design/ Build” process to include the following:

Addition A:

- Conceptual Ground Floor Layout
- Conceptual Second Floor Layout
- Conceptual Building Elevations and Cross Section
- Conceptual Foundation and Second Floor Framing Plan

Addition B:

- Conceptual Ground Floor Layout
- Conceptual Building Elevations and Cross Section
- Conceptual Foundation Plan

Meetings part of this task:

- Kickoff Meeting (in person);
- Two virtual client coordination meetings using Microsoft Teams (or other suitable platform as requested by the City)

Proposed building additions requirements:

- Each addition will be structurally separated;
- No analysis of the existing building(s) is required;
- No structural modifications to the existing buildings are required;
- Door openings in the existing building will not impact its structural systems
- Addition A will include a dedicated second floor with office space;
- Accessible access to the second floor will be through the existing building;

Task 2 – Conceptual Mechanical, Electrical, and Plumbing (MEP)

Design Work under this phase will include the preparation of conceptual MEP drawings and an Owners Project Requirements (OPR) list for the proposed building additions.

The MEP conceptual design will include a review of the existing systems, a list of performance-based requirement specification, and a conceptual layout of major equipment including any necessary modifications to the existing systems.

The conceptual MEP layout will be coordinated with the architectural plans listed in Task 1. These plans are intended for use in a “Design/ Build” bidding process only and are not intended to be used for construction.

Meetings part of this task:

Include **one site visit** to review the associated existing MEP systems adjacent to the proposed building additions as part of this task.

Task 3 – Site/ Civil Construction Documents

Work under this phase will include preparation of Site/ Civil Construction Documents to be used for bidding and construction purposes. These plans will be coordinated with the conceptual architectural, and MEP plans prepared in Task 1 and Task 2.

The site design will include drainage improvements as well as a landscape plan. Include the following as part of this Task:

- Existing Conditions/Demolition Plan
- Site/Layout Plan
- Grading, Drainage and Erosion Control Plan
- Landscape Plan
- 2 Details Sheets
- Division 2 Specifications for the project to be included in the Project Manual that will be prepared by the City of Portsmouth DPW. This phase includes a 50% and 90% design review submission and a final 100% submission.
- Opinion of Probable Construction Costs (OPCC) at each design review submission (up to two total).

Meetings part of this task:

- Kick-off Meeting (in person);
- Two virtual client coordination meetings using Microsoft Teams (or other suitable platform as requested by the City)

PHASE 3 BID ASSISTANCE

Coordinate with the City of Portsmouth DPW who will be publicly bidding the project. This work will include assisting the City of Portsmouth DPW in preparing the project manual (the City of Portsmouth

will be preparing the “Front End” and Division 1 specifications), compiling and issuing the Construction Drawings in accordance with DPW protocols, attending a pre-bid meeting, answering questions during bidding and issuing up to two addenda if required, and assisting in the review of the construction bids once received.

Meetings part of this phase:

- Pre bid meeting in person

PHASE 4 CONSTRUCTION PHASE SERVICES

Provide the City of Portsmouth DPW with construction phase services:

- Attend **one pre-construction conference** with the DPW, the General Contractor, and Site work Subcontractor to review project communication, coordination, submittals, schedule, and other procedures, and to discuss the General Contractor’s work plan and requirements for the project.
- Review the Contractor’s shop drawings, samples, and submittals required by the Contractor.
- Log and track shop drawings, samples, and submittals using Procure (or as requested by DPW).
- Conduct **monthly construction field visits** by members of the project team to observe construction activities, progress of construction, and address construction issues as they arise.
- Conduct **periodic site meetings** to review progress with the Contractor and to assist in resolving construction related issues as requested.
- Upon Substantial Completion of the construction, develop a Punch List for items that need to be corrected and/or replaced. Consult with the DPW for items to be included on the Punch List and will monitor the Contractor’s completion of the items.

Meetings part of this phase:

- Pre-construction meeting in person
- monthly construction field visits
- periodic site meetings

INSURANCE

1) GENERAL

The Consultant shall purchase and maintain, for the duration of this Contract, insurance of the limits and types specified below, in section v), from an insurance company approved by the City, in addition to the following:

The Engineer agrees to pay on the 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.

2) ADDITIONALLY INSURED

All liability policies shall include the City of Portsmouth, NH as named Additional Insured.

- The Engineer's insurance shall be primary in the event of a loss.
- The Additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the Engineer.

3) EVIDENCE OF INSURANCE

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance companies certifying that all the insurance policies specified below are in force for the specific period. The Engineer shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth, NH at least fifteen (15) days prior to the cancellation or non-renewal of such coverage.

4) FORMS OF INSURANCE

Insurance shall be in such form as will protect the Engineer 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.

5) AMOUNTS OF INSURANCE

- A. Comprehensive General Liability:
Bodily Injury or Property Damage - \$1,000,000
- B. Automobile and Truck Liability:
Bodily Injury or Property Damage - \$1,000,000
- C. Professional Liability:
Errors and Omissions - \$1,000,000

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

- A. Full Workers Comprehensive Insurance coverage for all people employed by the Engineer to perform work on this project. This insurance shall be in strict accordance with the requirements of the most current laws of the State.

END OF REQUEST FOR PROPOSALS

RFP #30-23

PRICE PROPOSAL

RFP 30-23 DPW Building Additions

To be placed in a separate envelope from Non Price Proposal

	FEE	EXPENSES
Phase 1: Existing Conditions		
Task 1: Existing Conditions Survey	\$ _____	\$ _____
Task 2: Geotechnical Evaluation	\$ _____	\$ _____
<u>Phase 1: Existing Conditions Subtotal</u>	\$ _____	\$ _____
Phase 2: Design Plans		
Task 1: Conceptual Architectural	\$ _____	\$ _____
Task 2: Conceptual MEP Design	\$ _____	\$ _____
Task 3: Site/ Civil Construction Docs	\$ _____	\$ _____
<u>Phase 2: Design Plans Subtotal</u>	\$ _____	\$ _____
<u>Phase 3: Bidding Assistance</u>	\$ _____	\$ _____
<u>Phase 4: Construction Administration</u>	\$ _____	\$ _____
<u>Total Phase 1 to 4</u>		
	\$ _____	\$ _____

The unit prices listed above shall be paid for actual quantities supplied in accordance with the applicable technical specifications within the various categories shown. The price shown shall include all costs associated with performing the various items of work as outlined in the Scope of Services. No additional payment beyond the unit price shall be made for work ordered by the **CITY**.

The Project is separated into four phases. It is the intent to award all phases to the same consultant. The Owner may reject any or all Proposals for any reason deemed to be against their best interest.

PRICE PROPOSAL (continued)

PART B - PROPOSAL CONDITIONS

The **CONSULTANT** understands that the **City of Portsmouth** reserves the right to reject any or all Proposals and to waive any informalities in the Proposal.

The **CONSULTANT** agrees that the Proposal shall be valid and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving proposals.

The **City of Portsmouth** may accept this Proposal at any time within **sixty (60)** days of the opening of Proposal.

In case this Proposal shall be accepted by the **City of Portsmouth**, and the undersigned shall fail to execute the Contract within thirty (30) days from the date of Notice of Award of the Contract, then the **City of Portsmouth** may, at his option, determine that the undersigned has abandoned the Contract, and thereupon, this proposal shall be null and void.

The full name of all persons and parties interested in the foregoing proposal as principals are as follows:

Date:

NONDISCRIMINATION CLAUSE

NONDISCRIMINATION IN CITY CONTRACTS: Any entity that enters into a contract for goods or services with the City of Portsmouth or any of its boards, agencies, and departments and any recipient of city funds shall:

Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting or demoting, matters of compensation, or any other employment-related decision or benefit on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.

Not discriminate in the performance of the contract on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.