

**CITY OF PORTSMOUTH, NH  
PUBLIC WORKS DEPARTMENT**

**RFP #7-15  
REQUEST FOR PROPOSALS**

**ENGINEERING SERVICES  
STRUCTURAL EVALUATION OF PUBLIC GARAGE**

The City of Portsmouth, New Hampshire (“Owner”) seeks Proposals for engineering services for the structural evaluation of the High/Hanover Parking Facility at 34 Hanover Street in Portsmouth, NH. Sealed Proposals, plainly marked RFP #7-15, “Structural Evaluation of Public Garage” 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 August 14th, 2014**. A mandatory pre-proposal meeting will be held **1:00 p.m., July 29<sup>th</sup>, 2014** at the High Hanover Parking Facility, 34 Hanover Street Portsmouth, N.H.

The Request for Proposal packages may be obtained from the City’s web site at [www.cityofportsmouth.com](http://www.cityofportsmouth.com), Questions may be addressed to the Purchasing Coordinator by calling 603-610-7227. Addenda to this document, if any, will be posted on the City of Portsmouth website under the project heading.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, or to negotiate without further process any contract as may be in the best interest of the City.

### **Project Background and Purpose**

The City of Portsmouth has one public parking garage – the High/Hanover Parking Facility – that has been in use since 1985. An addition was made to the garage in 1999. The garage has five levels, three entry/exit gates, four stair towers, and one hydraulic elevator. The approximate area of the facility is 350,000 gsf with approximately 900 parking spaces provided.

The garage has recently experienced increased parking usage due to reductions in surface lots in the city. This increased usage is likely to continue. Over the years, the City’s facility staff has implemented a number of repairs to the structure, including patching the concrete slabs that make up the driving and parking surface of the garage. There are, however, indications that more in-depth repairs may be warranted.

In order to plan and allocate resources for the needed repairs and capital improvement projects that will insure its safe and efficient operation in its current role, the City is seeking a comprehensive structural evaluation of the parking garage.

The goals of this project include, but are not limited to, evaluation of the condition of the garage to produce data that can be used to:

- Identify and quantify deficiencies in the architectural and structural components of the building.
- Provide the City with a comprehensive improvement planning document to use in its capital planning as well as to efficiently reduce the backlog of deferred maintenance.
- Enhance City decision-making by identifying highest priority needs and future needs to resource.

## **Anticipated Schedule**

The project is anticipated to start in September 2014 with the initial analysis to take place that month and a final report due within 45 days afterwards. Final schedule will vary based on the negotiated scope and work tasks.

## **Scope of Work**

The City anticipates the scope of work will be comprehensive and include all tasks necessary to provide a long term capital improvement plan that can be used for budget development purposes. The scope of work is anticipated to include, but not be limited to, the following:

1. Inspection and Data Gathering: The selected consultant will request historical information necessary to understand the progression of improvements and the current condition of the garage. If available, requested information will be provided by the City. The consultant will obtain additional information from site visits, surveys, inspections, or other means acceptable to the City. City maintenance personnel will be made available for background information on past projects and observations. Destructive testing may be required and is authorized.
2. Data Analyses: Analyses should include evaluations necessary for development of the improvement plan. Classify, rank, and prioritize all deficient conditions and associated correction projects by building system in terms of severity and anticipated life-cycle. Provide cost estimates for correction of each project identified. Use industry standards for construction and repair cost estimating, adjusting for local labor and material costs.
3. Report Development: Recommended improvements will be summarized in a concise report. The report should include a prioritized list of recommended improvement projects, associated cost estimates, and implementation schedule. All cost estimates shall be total project costs at a planning level accuracy with construction cost, engineering and construction contingencies clearly broken down and with reference to the correct ENR cost index at the time of estimate development. At a minimum, a draft report will be submitted

for the City's review and comment. The final report will incorporate or address all City comments.

4. Project Meetings: The selected consultant will support their efforts through meeting with City staff and other stakeholders as necessary. At a minimum, the following meetings should be included in the scope of work: project kickoff meeting; data gathering site visit; technical analysis sessions (2); draft report presentation to DPW staff; draft report presentation to City Council; and final report presentation.

The final scope of work will be negotiated with the selected consultant prior to execution of a contract

## **CITY ROLE**

City staff will be responsible for administering the project. Representatives of the City's Public Works Department will provide input and assistance with any necessary field work and review all deliverables from the effort. The primary contact at the City will be Mark Nelson and he can be reached by phone at (603) 766-1415 or by email at [mcnelson@cityofportsmouth.com](mailto:mcnelson@cityofportsmouth.com).

## **SUBMITTAL REQUIREMENTS**

A sealed proposal, plainly marked "RFP #7-15, Structural Evaluation of Public Garage" on the outside of the envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 2:00 pm on August 14<sup>th</sup>, 2014. Five (5) copies of the statement of qualification shall be submitted and include the following information:

1. Firm (team) Experience (for each firm in the team):

Describe relevant experience in each of the following primary areas of focus:

- a. Familiarity with the City of Portsmouth High/Hanover Parking Facility design and function
- b. Structural evaluations for similar buildings

The firm's experience shall be summarized in a matrix format. In addition, detailed project descriptions of no more than three reference projects containing the majority of the focus areas listed above shall be included. The project descriptions shall be current and limited to a maximum of one full page per project, along with client references and up-to-date contact information (name, title, organization, phone, cell, and email).

2. Firm Information:

- a. Firm name, addresses, and telephone numbers of local and corporate offices.
- b. Organizational description
- c. Total years of experience

- d. Names and resumes of project team, along with their proposed roles
- e. Specific involvement/role in projects used as references

Identify the Project Manager who will act as the primary client contact and be involved in day to day management of the Project. All resumes shall be included and limited to a maximum of two pages per team member.

### 3. Project Understanding and Approach Level of Effort:

Provide a project understanding and project approach. The approach should include a detailed list of anticipated tasks required to complete the project.

### 4. Man-Hour Level of Effort:

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 man-hours to complete the project. Incorporate the man-hour level of effort into a notional project schedule. Do not include any fee associated with the level of effort in the Statement of Qualifications.

**5. In a separate sealed envelope submit a cost proposal based on the man-hour level of effort estimated.**

## **EVALUATION CRITERIA**

Each proposal will be reviewed and ranked according to the following criteria:

- a. Firm's experience successfully completing similar projects and individual Project Team member experience (30 points)
- b. References indicating successful projects of this type (20 points)
- c. Understanding and approach to project (20 points)
- d. Quality of RFP package (10 points)

## **SELECTION AND CONTRACT DOCUMENT**

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 three highest ranking firms will be opened and reviewed. The highest ranking firm will be invited to negotiate a final Scope of Services and fee with the City. 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. 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. The City reserves the right to negotiate directly with the firm(s) selected for additional project work.

## **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 - \$2,000,000  
Per occurrence and general aggregate

B) Automobile and Truck Liability:  
Bodily Injury or Property Damage - \$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.
- D) Professional Liability in the minimum amount of \$2,000,000

### **ADDITIONAL INSURED**

All liability policies (including any excess policies used to meet coverage requirements) shall include the City of Portsmouth, New Hampshire as named Additional Insured.

- 1) The contractor's insurance shall be primary in the event of a loss.
- 2) 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 contractor, including the City of Portsmouth's general supervision of the contractor.
- 3) City of Portsmouth shall be listed as a Certificate Holder. The City shall be identified as follows:

City of Portsmouth  
Attn: Legal Department  
1 Junkins Avenue  
Portsmouth, NH 03801

## **RESERVATION OF RIGHTS**

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the firm and to evaluate the qualifications submitted. Firms may be requested to execute releases for information. Failure to provide a release upon request will result in disqualification.

The City of Portsmouth reserves the right to negotiate additional work.

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 and to negotiate the terms and conditions of any proposal leading to execution of a contract.

## **ADDITIONAL INFORMATION**

Requests for additional information should be directed to Mark Nelson at (603) 766-1415 or Peter Rice at (603) 766-1416. All questions shall be submitted by 4:30 PM on Wednesday, August 6th, 2014. Addenda to this request for qualifications, if any, including written answers to questions, will be posted on the City of Portsmouth website at the City's web site at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Firms submitting qualifications should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.