

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

**RFP #08-17  
REQUEST FOR PROPOSALS**

**PROFESSIONAL SERVICES  
SEAWALL ENGINEERING STUDY AND DESIGN**

**Sealed proposals, plainly marked RFP #08-17, "Seawall Engineering Study and 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 Thursday, October 20, 2016.**

**Scope of Work:** This project shall be broken into two (2) phases. Phase 1 of this project will provide an engineering study and report of some existing seawalls. The report will provide the City of Portsmouth with detailed descriptions of the existing walls, recommended repairs, and cost estimates for those repairs. The intent of Phase 1 is to obtain information about the condition of these walls based on visible (above AND below water) portions of the structures such as indications of apparent instability, misalignment and differential settlement. Phase 1 will not include topographic surveys, subsurface soils investigations, load ratings, test pits or other destructive testing. The report will establish relative priorities for the structures in need of repair. The City intends to use this study to prioritize repairs and establish budgets. In Phase 2, the Contractor shall complete all necessary field and geotechnical surveys, create preliminary and final design plans, and obtain all necessary permits to construct those repairs selected by the City.

There will be a **mandatory pre-proposal meeting on Wednesday, October 12, 2016 at 11:00 a.m.** at Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH in the Training/Conference Room. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms that do not attend the mandatory pre-proposal meeting.

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](http://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.

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 Ryan Flynn, Construction Project Coordinator at (603) 766-1413 or via email at [raflynn@cityofportsmouth.com](mailto:raflynn@cityofportsmouth.com).

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**QUALIFICATIONS**

1. The Consultant shall be a Licensed Professional Engineer in the State of New Hampshire licensed to perform geotechnical work.
2. The Consultant shall provide any and all documentation of experience and ability to perform the Scope of Work.
3. The Consultant shall have registration and good standing with the Secretary of State, Corporate Division, in order to perform work in the State of New Hampshire.
4. The Consultant must demonstrate an ability through present staffing and sufficient assigned personnel to complete the project in the scheduled time as agreed by the City and the proposing Consultant.

**MANDATORY PRE-PROPOSAL MEETING**

There will be a **mandatory pre-proposal meeting on Wednesday, October 12, 2016 at 11:00 a.m.** at Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH in the Training/Conference Room. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

**FUNDING**

This project is funded through the Public Works Capital Projects Budget.

**PROJECT BACKGROUND/PURPOSE**

The City of Portsmouth is responsible for approximately 1650 linear feet of Seawalls along the Piscataqua River. Some of those walls are showing signs of distress and will need to be repaired or replaced. In 2007, Engineering Inspections and Evaluations were completed for the majority of Portsmouth's seawalls. The seawalls at Prescott Park and Four Tree Island were not included in these evaluations. The purpose of this work is to inspect and evaluate the Prescott Park and Four Tree Island Seawalls, and revisit the other walls to account for any significant deterioration that has occurred since

2007. Improvements to Seawalls will be scheduled based on the results of these analyses. The Consultant shall then complete all necessary field and geotechnical surveys, create preliminary and final design plans, and obtain all necessary permits to construct selected repairs.

### **Seawalls to be Evaluated**

See attached map.

### **Deliverable Tasks**

#### ***Phase 1 - Engineering Study***

##### **Task 1 – Archive Material Review**

The engineer shall review all available archive documents which may provide insight into the age and type of structures being evaluated, prior to starting field investigations.

##### **Task 2 – Engineering Inspections**

The engineer shall perform an overall field inspection of each wall, both above and below water by diving (camera inspections are not an adequate substitute for first hand diving inspections). The seawall inspections shall provide complete visual inspection of the walls above the mud line. Engineer shall describe construction, type of masonry, stone size, shape and apparent quality, typical and extreme joint size, chinking, mortar condition, cramp irons or dowels, apparent backfill and seabed descriptions, water depths, wall heights and face batter angle, cap widths, nearby structures, apparent loadings, apparent uses/function, apparent backfill loss (sink holes/delta deposits). The engineer shall assess and report site tide, current and wave conditions for each wall and discuss the impacts of these conditions on the walls. The engineer shall also report apparent dead and live loads on the walls and include this loading condition when assessing repair priorities. The engineer shall tabulate recorded data to form a baseline for subsequent inspections, permitting and design.

##### **Task 3 – Inspection Report**

Prepare a written report with the descriptions, investigation findings, assessments, repair & maintenance recommendations and engineer's opinions of cost for each recommendation. For repair/replacement estimating, assume that the structures will be kept visually "in-kind", since many of these structures are within the historic district and are likely to be reviewed by the historic district commission. For stone masonry repair/reconstruction cost estimates, state what amount/percentage of new stone is assumed, in addition to reuse of existing stone. For walls along roadways, drives or parking lots, assume at least HS 20/H 20 truck loading, include a cost for pavement replacement within the excavated areas and include costs for recommended pedestrian and vehicle guards as appropriate. The cost estimates shall consider construction difficulties and constraints for each site and shall not be based solely on published or typical unit prices.

The City shall be provided with five (5) paper copies of the report, in addition to a digital copy.

The City shall meet with the Consultant to discuss the report and decide which repairs to move forward to the design phase with.

## ***Phase 2 – Design of Selected Seawalls***

### **Task 4 – Field and Geotechnical Surveys**

The Consultant shall conduct field and/or geotechnical surveys as needed to successfully design, permit, and construct the selected seawall repairs.

### **Task 5 – Preliminary Design Plans and Opinion of Cost**

The Consultant shall develop preliminary design plans for the selected seawall repairs. The Consultant shall develop opinion(s) of cost for the selected repairs. Preliminary engineering plans shall be of sufficient quality and size for review by City staff as well as for public presentation purposes if necessary.

### **Task 6 – Public Meeting**

Depending on the nature of the repair work, the Consultant may be required to lead a public information meeting for the purpose of unveiling any new designs to the public, identifying any concerns of neighborhood residents and project abutters, and to explain the design process. Plans of sufficient quality and size for public presentation purposes shall be used for this meeting. The Consultant shall be responsible for recording the events of the meeting with the neighborhood. Resident concerns shall be recorded noting name, address and specific comment and/or concern. This meeting's notes shall be finalized in coordination with City representatives.

### **Task 7 – Final Design Plans and Specifications**

Based on input received from City staff, neighborhood residents and project abutters, develop final design plans, specifications and revised final cost estimates for construction of the selected repairs. Consultant must receive written City approval on the preliminary design plans from the Director of Public Works 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.

The Consultant shall submit original construction plans and eight sets of bound plans 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 georeferenced to NH State Plane Coordinates and shall be expressed in feet.

### **Task 8 - Permitting**

Develop and prepare all necessary permit applications, and attend regulatory board meetings as needed. The City is responsible for any and all permit fees. This includes completion and required research and documentation associated with the appropriate NEPA checklist. The Consultant will coordinate and

prepare all requisite permit applications to support the selected repair work. 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 project may also require a City of Portsmouth Conditional Use Permit for impacts within 100 feet of a tidal wetland area and will likely require that a Notice of Intent (NOI) be filed with the US Environmental Protection Agency to satisfy the regulations of the National Pollution Discharge Elimination System Phase II program. The NOI will be completed by the Consultant for the City's signature.

### **PROJECT SCHEDULE**

The proposal shall include a proposed project schedule with a final completion date for Phase 1 set for December 2016. This schedule may be revised as necessary as part of contract negotiations with the successful Consultant.

### **PROPOSAL CONTENT**

All Proposals must include the following components:

1. A brief description of the firm
2. Statement of Consultant's qualifications and experience;
3. Description of project approach and scope of services to accomplish the project, including schedule. The proposed scope of services shall, as a minimum, include the services described in this Request for Proposals;
4. List of references for similar studies and reports performed for similar performed within the last 5 years. References shall identify the client, include a brief summary of study, contact person and telephone number.
5. Identification and description of project team and staff who will perform the project; and
6. The Consultant shall submit three (3) bound copies of a non-price proposal and one (1) separate sealed original price proposal including a level of effort table showing tasks, staff assignments and proposed hours, to conduct Phase 1 of the proposed scope of services.

### **EVALUATION CRITERIA**

The City will evaluate the proposals based on the following criteria:

1. Understanding of the project requirements and City's needs.
2. Description of project approach and scope of services to accomplish the project, including schedule.
3. Firm qualifications and experience.
4. Strength of references and reputation
5. Project team and staff who will perform the work.

Upon review of all non-price proposals the City may select up to three (3) firms to interview. Upon completion of the interviews the City will attempt to negotiate final contract documents including the Scope of Services and fee, with the highest scoring firm. The top rated firm shall be notified of its standing and negotiations with the City shall commence. If the City is unsuccessful in reaching a satisfactory contract with the top rated firm, it may terminate the negotiations without prejudice and

commence negotiations with the second rated firm. If no agreement can be reached with the second rated firm, the City shall move to the third, and so forth. Once negotiations are terminated with a firm, they may not be reopened.

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. 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.

The City also reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm.

**By submitting a proposal the Consultant consents to the City undertaking such investigation as it deems necessary to investigate and verify Consultant's qualifications, reputation and experience. The Consultant may be requested to execute releases. Failure to execute a release for information, if requested by the City, may result in disqualification.**

### **CONTRACT DOCUMENT**

Upon selection, the successful Consultant will prepare proposed Contract documents for review. The Contract Documents shall be in a format acceptable to the City. Upon execution of the Contract 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.

### **INSURANCE REQUIREMENTS**

Insurance shall be in such form as will protect the Consultant from claims and liabilities relating to performance of this contract including claims and liability for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such claim or liability is due to an employee of the Consultant or by anyone directly or indirectly retained by the Consultant.

### **INSURANCE AMOUNTS**

Comprehensive General Liability:

Bodily injury or Property Damage - \$1,000,000 / \$2,000,000 aggregate  
Combined and Single Limit, per occurrence

Automobile and Truck Liability:

Bodily Injury or Property Damage - \$1,000,000 / \$2,000,000 aggregate  
Combined and Single Limit, per occurrence

Professional Liability:

Errors and Omissions: \$2,000,000

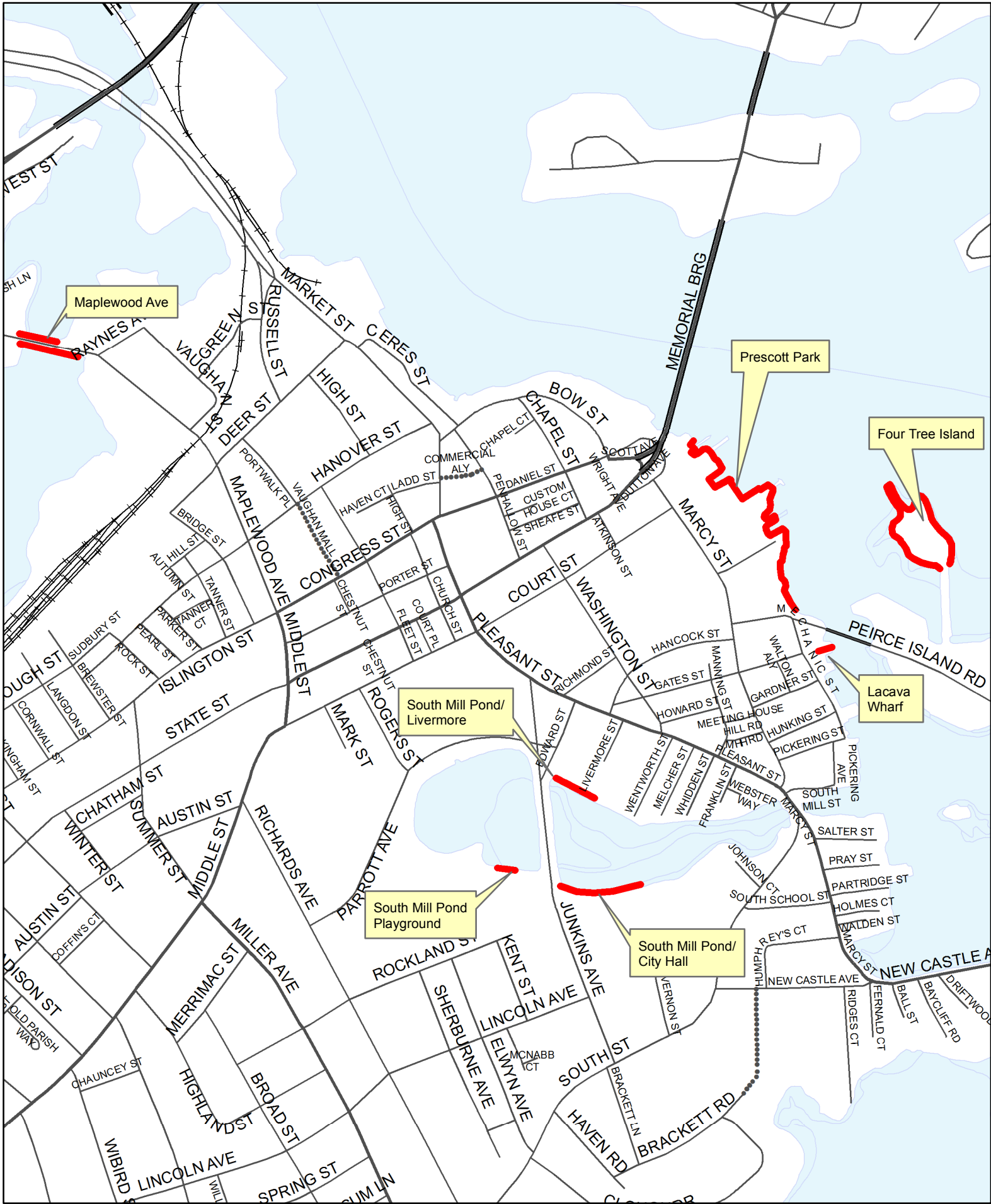
Workers Comprehensive Insurance coverage for all people employed by the contractor to perform work on this project sufficient to meet the requirements of the most current laws of the State of New Hampshire.

**Coverage for marine activities will be required.**

The City of Portsmouth will need to be named as an additional insured.

**ADDITIONAL INFORMATION**

Requests for additional information should be directed to Ryan Flynn, Construction Project Coordinator at (603) 766-1413 or via email at [raflynn@cityofportsmouth.com](mailto:raflynn@cityofportsmouth.com).



**2016 SeaWalls Study  
Portsmouth, New Hampshire**

Map prepared by Portsmouth Department of Public Works, 22 September 2016  
Map document: U:\Projects\0290 Sea Walls\2016\SeaWalls\_2016\_New.mxd

