

**CITY OF PORTSMOUTH
NEW HAMPSHIRE
Public Works Department**

**RFP No. 21-08
REQUEST FOR QUALIFICATIONS**

**ENGINEERING SERVICES
CSO – LONG TERM CONTROL PLAN PROJECTS
Lincoln Area – Contracts #3, #4 and #5.
Portsmouth Public Works Department**

The City of Portsmouth, New Hampshire is seeking Qualification statements from interested engineering firms for the design and construction phase services for infrastructure improvements. The work is anticipated to take place in up to three phases (contracts) between 2008 and 2011.

Qualification statements must be received by **2:00 P.M., November 14, 2007**. Submissions may be hand delivered at, or be mailed to, the Purchasing Office, City of Portsmouth, 1 Junkins Avenue, Portsmouth, NH 03801. All submissions shall be in sealed envelopes clearly labeled **“RFP No. 21-08 Qualification Statement for Engineering Services LTCP Projects, Lincoln Area, Contracts #3, #4, and #5”**. No faxed, e-mailed, or electronic submissions will be accepted.

There will be a **mandatory pre-proposal meeting October 30, 2007 at 10:00 A.M. at the Department Public Works, 680 Peverly Hill Road in Portsmouth, NH.**

The complete Request for Proposal document may be obtained from the Finance/Purchasing Department on the third floor of City Hall 1 Junkins Ave, Portsmouth, New Hampshire, or by calling the Purchasing Coordinator at 603-610-7227, or from our website www.cityofportsmouth.com. **Please continue below for the complete Request for Proposal.**

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.

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

**RFP No. 21-08
REQUEST FOR QUALIFICATIONS**

**ENGINEERING SERVICES
CSO - LONG TERM CONTROL PLAN PROJECTS
Lincoln Area – Contracts #3, #4 and #5.**

Sealed Proposals, plainly marked RFP #21-08, " LINCOLN AREA – CONTRACTS #3, #4 AND #5 " 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. November 14, 2007.** Six copies of the proposal will be submitted.

Funding

This project is funded through a State Revolving Fund loan. The successful firm shall use the State NHDES SRF design contract and SRF front end for construction specifications.

Mandatory Pre-Proposal Meeting

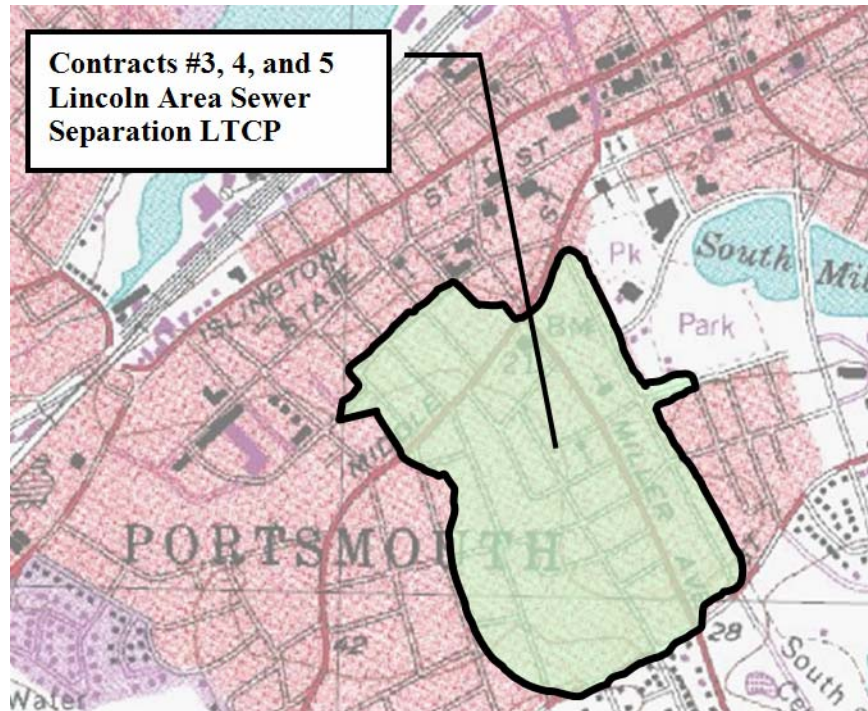
There will be a **mandatory pre-proposal meeting on October 30, 2007 at 10:00 a.m.** at the Department of Public Work at 680 Peverly Hill Road. All firms will have an opportunity to ask questions at this meeting.

SUMMARY

The City is seeking Proposals and Qualification statements from interested engineering firms for the design and construction phase services for infrastructure improvements in the City of Portsmouth. The proposed work is based on the City's LTCP and Preliminary Design Report, Lincoln Area Sewer Separation Program (December 2003). The proposed project includes improvements to the sewer lines, drain lines, water mains, roads, curbing, and sidewalks.

The City is under an Administrative Order to complete the work. The total construction budget is \$11.2 Million. The following is a list of Streets which will be included in the proposed scope of work.

- Middle Street
- Miller Avenue
- Rockland Street
- Lincoln Avenue
- South Street
- Madison Street
- Lovell Street
- Union Street
- Austin Street
- Coffin's Court
- Cabot Street
- Chauncey Street
- Highland Street
- Merrimac Street
- Broad Street
- Willow Lane
- Spring Street
- Bersum Lane
- Wibold Street
- Hawthorne Street



The project will be funded by the City and will include funding from the NHDES STATE AID PROGRAM (SAG) and any other funding sources that are available.

DOCUMENTS

All documents will be turned over to the City in paper and electronic format upon completion of the work. Electronic format shall be as approved by City and be compatible with Microsoft office product suite, AutoCad 2007, and GIS data with arc view 3.2 (if any). All documentation, reports, field notes and other data generated as part of the service by the consultant and/or its sub consultants for this project shall be the property of the City of Portsmouth and will be turned over in a format acceptable to the City.

QUALIFICATION REQUIREMENTS

Each statement shall include the following components:

1. Cover letter
2. Baseline requirements (see below)
3. Brief description of the firm
4. Project understanding
5. Typical project approach focusing on uniqueness of firm

6. Experience statement identifying work on similar projects. Experience statements shall identify the key design personnel involved in the project.
7. Summary of NHDES funding experience.
8. Project Team Chart (with resumes) identifying the team
 - a. Principal-in-Charge
 - b. Project Manager
 - c. Project Engineer(s)
 - d. Sub Consultants
9. Seven (7) copies of the proposal and qualification statement shall be submitted

BASELINE REQUIREMENTS

Each consultant shall provide a statement regarding each of the following:

- 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
- The Consultant shall be listed on the NHDES Roster of pre-qualified Consulting Engineers.

CITY ROLE

City staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Public Works Department will review plans and other documents prepared by the consultant. The following information is available for the Consultant's review at the Public Works Department:

- CSO - LTCP
- Preliminary Design Report, Implementation of 15-year Lincoln Area Sewer Separation Program (December 31, 2003), by Underwood Engineers, Inc.
- EPA Administrative Order
- Aerial Mapping and topography
- Existing infrastructure information: water, sewer and drain records
- GIS mapping information

PROPOSAL CONTENTS AND EVALUATION CRITERIA

The City of Portsmouth will review the proposals on the following criteria.

1. Similar design experience and subcontractors
2. Experience of assigned personnel
3. NHDES funding experience
4. Quality of proposal
5. Experience with projects under Administrative Orders
6. Understanding of project
7. Client references

Upon review of all responsive statements, the City will select a firm or firms to interview. Upon completion of the interviews, the City will attempt to negotiate a final Scope of Services and Fee with the selected firm. If the City is unable to reach agreement with the selected firm, the City reserves the right to negotiate with the next highest ranked firm until an agreement is reached.

RESERVATION OF RIGHTS

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 make such inquires regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm.

The City reserves the right to negotiate directly with the firm selected for additional project work including construction administration services, and/or additional project engineering and design services.

CONTRACT DOCUMENT

Upon selection the successful Consultant will prepare Contract documents for execution. The Contract shall be in NHDES Format. 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 proposal shall be the property of the City of Portsmouth.

ADDITIONAL INFORMATION

If you have any procedural questions please contact Lori MacGinnis, Purchasing Coordinator at: (603) 610-7227 for technical questions please contact Peter Rice, P.E. City Engineer, Water/Sewer Divisions (603) 766-1416.