

**CITY OF PORTSMOUTH
NEW HAMPSHIRE**

Department of Public Works

**RFP #22-15
REQUEST FOR PROPOSALS**

**DESIGN SERVICES
SOUTH MILL POND TENNIS COURTS AND BALL FIELD LIGHTING**

The City of Portsmouth, New Hampshire is seeking proposals from interested design engineers for design services for improvements to the South Mill Pond Tennis Courts and Leary Ball Field Lighting.

Sealed Request for Proposals, plainly marked "RFP # 22-15 Design Services South Mill Pond Tennis Courts and Leary Ball Field Lighting" on the outside of the mailing envelope as well as the sealed Non-Price Proposal & Price Proposal envelopes, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until 2:00 p.m. October 9, 2014. The price proposal shall be in a separate sealed envelope marked Price Proposal.

There shall be a mandatory pre-proposal meeting at the Department of Public Works 680 Peverly Hill Road, Portsmouth, NH at 10:00AM on September 29, 2014.

No faxed, e-mailed, or electronic submissions will be accepted.

Request for Proposal forms may be obtained from the Finance/Purchasing Department on the third floor of City Hall 1 Junkins Ave, Portsmouth, New Hampshire, by calling (603) 610-7227, or from the City's website at <http://www.cityofportsmouth.com/finance/purchasing>.

Addenda 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. Addenda will not be sent directly to plan holders.

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
NEW HAMPSHIRE**
Department of Public Works

**RFP #22-15
REQUEST FOR PROPOSALS**

**DESIGN SERVICES
SOUTH MILL POND TENNIS COURTS AND BALL FIELD LIGHTING**

Sealed Request for Proposals, plainly marked “RFP # 22-15 Design Services South Mill Pond Tennis Courts and Leary Ball Field Lighting” on the outside of the mailing envelope as well as the sealed Non-Price Proposal & Price Proposal envelopes, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until 2:00 p.m. October 9, 2014. There shall be a mandatory pre-proposal meeting at the Department of Public Works 680 Peaverly Hill Road, Portsmouth, NH at 10:00AM on September 29, 2014.

The proposal will consist of two parts: Part I shall consist of a qualifications package and Part II will contain a design scope of work with a price proposal in a separate sealed envelope marked Price Proposal. Three (3) copies of proposal (Part I and Part II) are required.

SUMMARY

The City is seeking Proposals from qualified engineering firms for design services for improvements to the existing South Mill Pond Tennis Courts and Leary Field Lighting in Portsmouth, NH.

The current tennis courts located at the South Mill Pond are in need of renovation including tennis court surface and coatings, underground drainage and electrical utilities, fencing, and lighting. Also included in the design will be the replacement of the current lights serving the adjacent Leary Ball field.

CITY ROLE

City staff will be responsible for administering the project and overseeing the contractor’s work on this project. Representatives of the City’s Public Works Department and the Building Department will review plans and other documents prepared by the contractor as well as all work performed in accordance with the proposal. A building permit will be required for this project.

PROPOSAL REQUIREMENTS

The proposal will consist of two parts: Part I shall consist of a qualifications package; that qualifications package shall include the following components in the order described:

1. Cover letter
2. Brief description of the firm
3. Project understanding
4. Experience statement identifying work on similar projects. Experience statements shall identify the key design personnel involved in the project.
5. Project Team Chart (with resumes limited to 2 pages) identifying the team
 - a. Principal-in-Charge
 - b. Project Manager
 - c. Project Engineer(s)
 - d. Sub Consultants (if any)
6. A narrative which summarizes proposed means and methods for:
 - rehabilitation of tennis court base and surface including coatings
 - design for new chain link fencing
 - design for new tennis court lighting system including light bases and poles
 - electrical design to replace existing underground conduit system and cabinet
 - electrical design for new Leary Field Ball field lighting.

Part II shall consist of a price proposal which shall include the elements listed below:

7. A proposed schedule of work
8. A detailed price proposal of costs by task (including as may be necessary the cost to review existing building information including any record drawings as well as site visits as necessary and any field measurements or surveys needed).

The price proposal shall be placed in a separate sealed envelope marked “**RFP # 22-15 Price Proposal.**”

Three (3) copies of the proposal package shall be submitted.

PROPOSAL EVALUATION CRITERIA AND CONTRACT

The City of Portsmouth will review Part I, based on the following criteria:

1. Similar design experience
2. Experience of assigned personnel
3. Understanding of project and project approach
4. Client references/reputation for quality, timely performance within budget

Upon review of Part I, the City may select a firm or firms to interview. Upon completion of the initial qualification evaluation, the City will open Part II, the price proposal, of the two highest ranking firms. The City will attempt to negotiate a contract and fee with the highest ranking firm. If the City is unable to reach agreement with the highest ranking firm, the City reserves the right to negotiate with the next highest ranked firm.

The Contract will require the Consultant to agree to pay on 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. Consultant will be required to maintain insurance in such form as will protect the Consultant from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract. Consultant shall also be required to maintain professional liability insurance in the minimum amount of \$1 million. 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 City may choose to add or delete scope as it deems necessary. The City may also request additional design or construction services as a part of this proposal.

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 or negotiate any proposal as may 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.

ADDITIONAL INFORMATION

Addenda to this request for proposal, 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 proposals 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.

If you have any procedural questions please contact the Purchasing Coordinator at (603) 610-7227, for technical questions please contact Tom Richter at (603) 766-1412.