

RFQ # 38-09

REQUEST FOR QUALIFICATIONS PLANNING, ENGINEERING AND DESIGN SERVICES

COMPREHENSIVE RECREATIONAL NEEDS STUDY CITY OF PORTSMOUTH, NH

INVITATION

The City of Portsmouth is requesting qualification packages from qualified firms to conduct a Comprehensive Recreational Needs Study.

Sealed qualifications packages, plainly marked RFQ #38-09, "City of Portsmouth, Comprehensive Recreational Needs Study," 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 1:30 p.m. on Tuesday February 3, 2009.

Consultants will be expected to possess a full range of professional services to support the development of a recreational needs assessment including infrastructure evaluation of municipal recreation and athletic facilities and fields. Consultants will be expected to work closely with municipal staff and coordinate public participation. Services shall also include conceptual site and building design. Short-listed firms must be able and prepared to respond to all elements of the anticipated scope of work.

The Request for Qualification document may be obtained from the Finance/Purchasing Department on the third floor at the above address or by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com.

CITY OVERVIEW

Portsmouth is located in New Hampshire's southeast corner along the Piscataqua River, halfway between Boston, Massachusetts and Portland, Maine. The City, population 20,784, was settled in 1623 as Strawberry Banke, and incorporated as a town in 1631. The area is easily accessible from five major highways including Interstate 95 and is served by several interstate bus lines.

Portsmouth has become well known as a highly desirable place to live and work due to a broad range of factors. The City has a rich history, including many historic homes and buildings, with renowned Market Square at its downtown core. Portsmouth is also the center of regional commerce, with a strong and very diverse economic base. Portsmouth residents, businesses, and civic organizations are actively involved in community planning and civic affairs.

PROJECT PURPOSE

The City of Portsmouth is requesting qualification packages from qualified firms to conduct a Comprehensive Recreational Needs Study.

The City of Portsmouth provides a wide-range of recreational services for residents of all ages and abilities. Several City-owned buildings currently used for recreational services are no longer

sufficient to maintain the existing level of services. The City's recreational assets are spread over multiple buildings and locations and several opportunities to combine services at certain buildings and eliminate other buildings are envisioned as possibilities. Demand for use of the City's recreational fields is high and exceeds current capacity. Additional field space is likely needed and the appropriate field surfaces need to be identified.

Recently, the City and the School Department combined the positions of Athletic and Recreation Director. The consolidation of additional Recreation and Athletic Department operations is anticipated.

The following information is available for review at the Community Development Department located at Portsmouth City Hall, 1 Junkins Avenue, Portsmouth, NH:

- Capital Improvement Plan, City of Portsmouth, FY 2009-FY 2014
- City of Portsmouth 2005 Master Plan (including Existing Conditions Report)
- City of Portsmouth Ballfield Condition/Use Report, June 2007, Recreation Department

Additional information about the City of Portsmouth can be found at the following web sites:

- City of Portsmouth (www.cityofportsmouth.com)
- Recreation Department (www.cityofportsmouth.com/recreation/index.htm)
- Pease International Tradeport (www.peasedev.org)

ANTICIPATED SCOPE OF WORK

It is anticipated that the scope of work for the Comprehensive Recreational Needs Study will, at a minimum, include the following:

1. Existing Conditions - Review existing recreational facilities, staffing and programs associated with the Recreation and School Departments. Conduct outreach to City staff to determine usage of existing facilities, program enrollment, and overall program participation by age, activity, and facility. Inventory existing programs and services as well as facilities (including buildings and fields).
2. Public Input - Work with the City to solicit public input on types of programs, services, facilities, and locations desired by the community and recreation users for the future.
3. Needs Assessment - Develop a needs assessment document, which addresses recreation infrastructure requirements (including fields and facilities) and programs and services to meet the needs of the Recreation and Athletic Departments in the future.
4. Develop Options for Facilities – In consultation with City staff, explore and assess options (including feasibility) for meeting the facilities and program/service requirements identified in the needs assessment.

5. Develop Options for Service Delivery - Explore public-private partnerships with area agencies to offer needed services in cooperation with partners. Explore ways to expand regional cooperation in provision of specialized recreation services such as aquatics, and other services.
6. Facilities Recommendations - Develop recommendations and site specific conceptual plans for new facilities (buildings and fields) and/or different utilization of existing facilities.
7. Management Recommendations - Develop facility recommendations with an eye towards increasing efficiencies in staffing and operational costs and, wherever possible, consolidation of staffing and/or functions between the School Department, Recreation Department and other partners (surrounding towns, other non-municipal agencies).

PROJECT SCHEDULE

The City anticipates that the Comprehensive Recreational Needs Study will be completed by November 2009. The following project schedule is anticipated:

Step	All Dates in 2009
Request for Qualifications posted	January
Qualifications due	February
Firms short listed	February
Request for Proposals issued (if necessary)	February
Firm selected	March
Contract signed	March/April
Work on project	May to October
Project complete	November

SELECTION PROCESS

The selection committee will include the Recreation Director, Public Works Director, City Manager (or his designee), and two Recreation Board members. The City Manager or his designee, will be responsible for overseeing the consultant’s work.

The City of Portsmouth will use a two-stage process for the final selection of a qualified consultant to perform the Comprehensive Recreational Needs Study.

Stage 1 will consist of City review of qualification packages submitted by those firms interested in being considered. The City will select approximately three (3) firms to short-list based on an evaluation of the written materials submitted. Short-listed firms may be asked to submit full proposals through a Request for Proposals process or attend interviews, or both. The short-listed firms will be ranked.

Stage 2 will consist of the selection of one finalist firm or firms based on the selection criteria. The City will initiate contract negotiations with the highest ranked firm. If contract negotiations are unsuccessful, the City will enter into a subsequent negotiation with the next highest short-listed firm.

PROJECT BUDGET

No budget has been established as part of this Request for Qualifications. The City is committed to a sound and thorough process to determine the comprehensive recreational needs for the City into the future.

CONTRACT DOCUMENT

The final contract will be written for a **lump sum fee**. 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.

SUBMITTAL REQUIREMENTS

Qualifications packages shall include the following:

- Brief history of the firm, including areas of team expertise and technical capabilities.
- Descriptions of relevant previous projects that key project staff have played a central role in developing.
- Project approach.
- Names and qualifications of specific project staff that will play the primary role(s) in this project; name of project manager must be included. The facilitator of public meetings should be identified.
- No more than five (5) references for similar projects. References must include current contact name and phone number.
- No more than three sample products from similar previous projects.
- Hourly rates for project staff, along with any other fee schedule and reimbursable costs.
- Additional information that will assist the City in considering the Evaluation Criteria outlined below.
- Nine (9) copies of the qualifications package must be submitted.

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EVALUATION CRITERIA

Consultants will be evaluated according to the following:

1. Qualifications and previous related work of key project personnel, particularly with regard to working with municipalities of similar size, government structure, complexity and issues. (20 points)
2. Qualifications and previous related work of firm, particularly with regard to working with municipalities of similar size, government structure, complexity and issues, and including firm's experience in technical areas required to successfully complete the Comprehensive Recreational Needs Study. (20 points)
3. Understanding of project goals, and local issues and needs, particularly as expressed in Project Approach. (20 points)
4. The demonstrated ability of key project personnel to organize and lead effective, productive public meetings and in-house project meetings. (15 points)
5. Quality of sample materials and qualifications package submitted. (15 points)
6. Responsiveness to submission requirements. (10 points)

The City of Portsmouth reserves the right to reject any or all qualification packages submitted, to waive technical or legal deficiencies, and to accept any qualification packages that it may deem to be in the best interest of the City. By submitting a qualification package, the consultant hereby authorizes the City to contact references and make any and all such further investigations as may be in the best interest of the City to evaluate consultant's qualifications for this project.

The City reserves the right to negotiate directly with the firm(s) selected for additional project work including project engineering and design services at the hourly rates shown in the qualifications package submitted in response to this RFQ or as negotiated in the final contract.

ADDITIONAL INFORMATION

Requests for additional information should be directed to David Moore, Assistant Community Development Director, (603) 610-7226.

INSURANCE REQUIREMENTS FOR THE PROJECT

Insurance shall be 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 whether such operation by himself or by anyone directly or indirectly employed by him. Insurance coverage will be incorporated into the contract.

Indemnification will be required in the Contract

The Consultant agrees 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.